

Republic of the Philippines
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. DALISAY F. ANDRES has assumed the duties and responsibilities as Administrative Officer I of Records Management and Archives Office effective March 25, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Dalisay F. Andres as Administrative Officer I.

Done this 25th day of March in 2025.


MARIA ROBERTA S. MIRAFLOR
Head of Office/Department/Unit

Date: March 25, 2025

Attested by:


HONEY SOFIA V. COLIS
HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*