

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. Raul Anthony S. Valenzona has assumed the duties and responsibilities as Administrative Aide VI (Clerk III) of Internal Audit Services effective March 25, 2025.

This certification is issued in connection with the issuance of the appointment of Mr. Valenzona as Administrative Aide VI (Clerk III).

Done this 25th day of March in 2025.



**MARIA TERESA A. CRUZ**  
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*