

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. MONA NENA B. GERALDO has assumed the duties and responsibilities as Administrative Officer II of Budget Office effective August 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. MONA NENA B. GERALDO as Administrative Officer II.

Done this 1st day of August 2024 in Baybay City Leyte

  
ALICIA M. FLORES  
Head of Office/Department/Unit

Date: Aug. 1, 2024

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*