

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. **VALERIE Y. VERGIS** has assumed the duties and responsibilities as **Administrative Aide VI (Clerk III)** of **Office of the Head of Accounting** effective January 3, 2023.

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

Done this 3<sup>rd</sup> day of January 2023 in \_\_\_\_\_.



**NICK FREDDY R. BELLO**  
Head of Office/Department/Unit

Date: January 3, 2023

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*