


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. NELSIE F. MONDAL has assumed the duties and responsibilities as Administrative Aide VI (CLERK III) of Office of the Vice President for Administration and Finance (OVPAF), VSU, Visca Baybay City, Leyte effective March 25, 2025.

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

Done this 25th day of March 2025 in VSU, Visca Baybay City, Leyte.


MOISES NEIL V. SERIO
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*