

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. Joan Rosemarie A. Banzon has assumed the duties and responsibilities as Records Officer II of the office of Records Management and Archives effective May 13, 2025.

This certification is issued in connection with the issuance of the appointment of Ms. Banzon as Records Officer II.

Done this 13th day of May 2025 in Visayas State University, Visca, Baybay City, Leyte.


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

Date: May 13, 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*