

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. GINA A. LORETO has
assumed the duties and responsibilities as ADMINISTRATIVE ASSISTANT
II (DISBURSING OFFICER II) of CASHIERING effective July 21, 2025.

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. LORETO as ADMINISTRATIVE ASSISTANT II
(DISBURSING OFFICER II)

Done this 21st day of JULY 2025 in VISAYAS STATE
UNIVERSITY, VISCA, BAYBAY CITY, LEYTE.


QUEEN EVER Y. ATUPAN
Head of Office/Department/Unit

Date: July 21, 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*