

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. **April Ann O. Montalban** has assumed the duties and responsibilities as **Administrative Aide III** of **University Registrar** effective January 1, 2024.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. **April Ann O. Montalban** as **Administrative Aide III**.

Done this 1st day of January, 2024 in VSU, Baybay City, Leyte.


MIRIAM M. DE LA TORRE
Head of Office/Department/Unit

Date: Jan. 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*