


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Meriam M. Luna has assumed the duties and responsibilities as Administrative Aide III of Dean of Students Office effective July 1, 2023.

This certification is issued in connection with the issuance of the appointment of Ms. Meriam M. Luna as Administrative Aide III.

Done this 1<sup>st</sup> day of July 2023 in VSU, Visca, Baybay City, Leyte.

  
**CHONA A. BRIT**  
Head of Office/Department/Unit

Date: 7/1/2023

Attested by:

  
**HONEY SOFIA V. COLIS**  
Director, HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*