

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Susan M. Valencerina has assumed the duties and responsibilities as Administrative Aide III of Accounting Office effective July 1, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Susan M. Valencerina as Administrative Aide III.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.



**NICK FREDDY R. BELLO**  
OIC-Head, Accounting Office

Click here to enter text.

JULY 1, 2023  
Date: June 7, 2023

Attested by:



**HONEY SOFIA V. COLIS**  
OIC HRMO

201 file  
Admin  
COA  
CSC

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