

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 Office of the Dean of Students effective July 1, 2022.

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

Done this 18 day of July 2022 in VSU, Visca, Baybay City, Leyte.



**MANOLO B. LORETO, JR.**  
Head of Office/Department/Unit

Date: 6/ 7/1/2022

Attested by:



**HONEY SOFIA V. COLIS**  
OIC Director, ODHRM

201 file  
Admin  
COA  
CSC

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