

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Ma Beatrice M. Abit has assumed the duties and responsibilities as Legal Assistant II of Legal Affairs and Services effective July 16, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Ma Beatrice M. Abit as Legal Assistant II.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_ **16 JUL 2025**

  
ATTY. KAREN ABIGAIL S. MONTERON  
VSU Director, Legal Affairs and Services

\_\_\_\_\_  
Head of Office/Department/Unit

Date: July 16, 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*