

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 Admin. Aide III of Accounting Office effective January 1, 2025.

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

Done this 6th day of December, 2024 in Baybay City, Leyte



**NICK FREDDY R. BELLO**  
Head of Office/Department/Unit

Date: December 6, 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*