

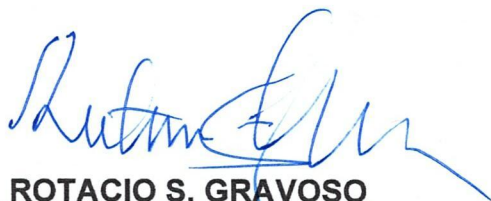
Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. VICTOR S. NERI  
has assumed the duties and responsibilities as Administrative Assistant V  
(Private Secretary I) of Dr. Rotacio S. Gravoso- Vice President for  
Academic Affairs effective January 1, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Neri as Administrative Assistant V (Private  
Secretary I).

Done this 16<sup>th</sup> day of December 2024 in VSU, Visca, Baybay City,  
Leyte.



ROTACIO S. GRAVOSO  
Head of Office/Department/Unit

Date: December 16, 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*