

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. **April Ann O. Montalban** has assumed the duties and responsibilities as **Administrative Aide III** of **University Registrar** effective **January 1, 2025**.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. **April Ann O. Montalban** as **Administrative Aide III**.

Done this **1st** day of **January, 2025** in **VSU, Baybay City, Leyte**.


RAYMUND M. IGCASAMA
Head of Office/Department/Unit

Date: **01-01-2025**

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*