

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Mona Nena B. Geraldo has assumed the duties and responsibilities as Administrative Aide III of Budget Office effective August 8, 2021.

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

Done this 2<sup>nd</sup> day of August 2021 in Baybay City, Leyte.

  
**MYRNA S. PANCITO**  
Head, Budget Office

Date: 8/2/2021

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*