

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. WINNA A. TAGACTAC
has assumed the duties and responsibilities as ADMINISTRATIVE
ASSISTANT II of BUDGET OFFICE effective January 2, 2025

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. TAGACTAC as ADMINISTRATIVE ASSISTANT II.

Done this 2nd day of January 2025 in Baybay City Leyte.


ALICIA M. FLORES
Head of Office/Department/Unit

Date: Jan. 2, 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*