

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. JOCELYN T. CO  
\_\_\_\_\_ 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. Co** 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*