

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. BEVERLY ANN B. ELNAS has assumed the duties and responsibilities as ADMINISTRATIVE OFFICER V of VSU- BUDGETING OFFICE effective July 22, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. BEVERLY ANN B. ELNAS as ADMINISTRATIVE OFFICER V.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

  
ALICIA M. FLORES  
Head of Office/Department/Unit

Date:

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*