

CS Form No. 33-B  
Revised 2018

(Stamp of Date of Receipt)

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

Mr./Mrs./Ms.: ALICIA M. FLORES

You are hereby appointed as Supervising Administrative Officer (Financial and Management Officer I)  
(SG 22, Step 1) (Position Title)

under Permanent status at the Finance Management Office  
(Permanent, Temporary, etc.) (Office/Department/Unit)


with a compensation rate of SEVENTY FOUR THOUSAND EIGHT HUNDRED THIRTY SIX  
(P 74,836.00) pesos per month.

The nature of this appointment is Promotion vice N/A  
(Original, Promotion, etc.)

, who N/A with plantilla Item No. VISCAB- SADOB-8-2004 Page 1 of 28 pp.  
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.  
Subject to CSC attestation of the promotional appointment of the incumbent of the previous position.

Very truly yours,

  
PROSE IVY G. YEPES  
Appointing Officer/Authority

October 16, 2024  
Date of Signing

Accredited/Deregulated Pursuant to  
CSC Resolution No. 1801514, s. 2018  
dated 12/18/2018

DRY SEAL

(Stamp of Date of Release)

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. ALICIA M. FLORES has assumed the duties and responsibilities as Supervising Administrative Officer (Financial & Management Officer 1) of Finance Management Office (FMO) effective October 16, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Flores as Supervising Administrative Officer (Financial & Management Officer 1)

Done this 16th day of October in VSU, Baybay City, Leyte.

  
LOUELLA C. AMPAC  
Head of Office/Department/Unit

Date: October 16, 2024

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*

REPUBLIC OF THE PHILIPPINES  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

OATH OF OFFICE


I, ALICIA M. FLORES of Finance Management Office having been appointed to the position of Supervising Administrative Officer (Financial & Management Officer 1) hereby solemnly swear, that I will faithfully discharge to the best of my ability, the duties of my present position and of all others that I may hereafter hold under the Republic of the Philippines; that I will bear true faith and allegiance to the same; that I will obey the laws, legal orders, and decrees promulgated by the duly constituted authorities of the Republic of the Philippines; and that I impose this obligation upon myself voluntarily, without mental reservation or purpose of evasion.

SO HELP ME GOD.

  
ALICIA M. FLORES  
(Signature over Printed Name  
of the Appointee)

Government ID: VSU ID  
ID Number : V000216  
Date Issued : 04/24/2023

Subscribed and sworn to before me this 10th day of October, 2024 in VSU, Baybay City, Philippines.

  
PROSE IVY G. YEPES  
(Signature over Printed Name  
of Person Administering the  
Oath)