

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.: MARIA ROBERTA S. MIRAFLOR

You are hereby appointed as Administrative Officer V (Records Officer III) (SG 18, Step 1)
(Position Title)

under Permanent status at the Records and Archives Office
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of FORTY-NINE THOUSAND FIFTEEN (P 49,015.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF5-27-2023 Page 3 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 Receipt)


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MARIA ROBERTA S. MIRAFLOR has assumed the duties and responsibilities as Administrative Officer V of Records and Archives Office (RAO) effective October 16, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Miraflor as Administrative Officer V.

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


RYSAN C. GUINOCOR
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, MARIA ROBERTA S. MIRAFLOR of Records and Archives Office (RAO)
having been appointed to the position of Administrative Officer V 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.


MARIA ROBERTA S. MIRAFLOR
(Signature over Printed Name of the Appointee)

Government ID: VSU ID
ID Number: V00345
Date Issued: 06/10/21

Subscribed and sworn to before me this 16th day of
October, 2021 in ViSCA, Baybay City Leyte,
Philippines.


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