

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.: CELSO F. SACRO

You are hereby appointed as Administrative Officer I (Cashier I) (SG 10, Step 1)  
(Position Title)

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

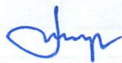
with a compensation rate of TWENTY-FIVE THOUSAND FIVE HUNDRED EIGHTY-SIX (P  
25,586.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADOF1-30-2004 Page 9 of 26 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

May 13, 2025

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. CELSO F. SACRO has  
assumed the duties and responsibilities as Administrative Officer I  
of Cash Office effective May 13, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Celso F. Sacro as Administrative Officer I.

Done this 13th day of May in 2025.

  
QUEEN EVERY Y. ATUPAN  
Head of Office/Department/Unit

Date: May 13, 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*

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

OATH OF OFFICE


I, CELSO F. SACRO of VSU-Cash Office having been appointed to the position of Administrative Officer I (Cashier I) 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.

  
**CELSO F. SACRO**  
(Signature over Printed Name  
of the Appointee)

Government ID: VSU ID  
ID Number : V000489  
Date Issued : 07/05/2024

Subscribed and sworn to before me this 10th day of May, 2025 in VSU, Baybay City, Leyte,  
Philippines.

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