

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.: RIZA MAE L. MANINGO

You are hereby appointed as Information Officer I (SG 11, Step 1)  
(Position Title)

under Permanent status at the University Integrated Media and Public Affairs  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of THIRTY THOUSAND TWENTY-FOUR (P 30,024.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-INFO1-16-2023 Page 8 of 26 pp.  
(Transferred, Retired, etc.)

This appointment shall take effect on the date of signing by the appointing officer/authority.

Very truly yours,



PROSE IVY G. YEPES  
Appointing Officer/Authority

July 02, 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)


SUBJECT TO TWO (2) YEARS PROBATIONARY PERIOD  
per 2018 approved VSU MSP

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

OATH OF OFFICE

I, **RIZA MAE L. MANINGO** of **UNIVERSITY INTEGRATED AND PUBLIC AFFAIRS** having been appointed to the position of **INFORMATION OFFICER** 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.

  
**RIZA MAE L. MANINGO**  
(Signature over Printed Name  
of the Appointee)

Government ID: NATIONAL ID  
ID Number : 5324-6352-0694-1308  
Date Issued : APRIL 17, 2023

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Subscribed and sworn to before me this 2nd day of JULY, 2025 in  
BAYBAY CITY, LEYTE, Philippines.

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

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. RIZA MAE L. MANINGO has  
assumed the duties and responsibilities as INFORMATION OFFICER I  
of UNIVERSITY INTEGRATED MEDIA AND PUBLIC  
AFFAIRS effective JULY 2, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. RIZA MAE L. MANINGO as INFORMATION  
OFFICER I.

Done this 2nd day of JULY, 2025 in VISAYAS STATE  
UNIVERSITY, BAYBAY CITY, LEYTE.

MIKE LAURENCE V. LUMEN  
Head of Office/Department/Unit

Date: JULY 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*