

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.: NELSIE F. MONDAL

You are hereby appointed as Administrative Aide VI (Clerk III) (SG 6, Step 1)  
(Position Title)

under Permanent status at the Office of the Vice President for Administration & Finance  
(Permanent, Temporary, etc.) (Office/Department/Unit)

with a compensation rate of EIGHTEEN THOUSAND NINE HUNDRED FIFTY-SEVEN

(₱ 18,957.00) pesos per month.

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

who N/A with plantilla Item No. VISCAB-ADA6-121-2023 Page 15 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

March 25, 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)

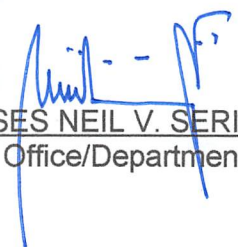
Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. NELSIE F. MONDAL has assumed the duties and responsibilities as Administrative Aide VI (CLERK III) of Office of the Vice President for Administration and Finance (OVPAF), VSU, Visca Baybay City, Leyte effective March 25, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. NELSIE F. MONDAL as Administrative Aide VI (Clerk III).

Done this 25<sup>th</sup> day of March 2025 in VSU, Visca Baybay City, Leyte.

  
MOISES NEIL V. SERIÑO  
Head of Office/Department/Unit

Date: March 25, 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, NELSIE F. MONDAL of Office of the Vice President for Administration and Finance (OVPAF), VSU, Visca Baybay City, Leyte having been appointed to the position of Administrative Aide VI (CLERK III) 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.

  
NELSIE F. MONDAL  
(Signature over Printed Name  
of the Appointee)

Government ID: PHILHEALTH ID  
ID Number : 19-089756322-7  
Date Issued : 08/16/2004

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Subscribed and sworn to before me this 25<sup>th</sup> day of March, 2025 in VSU, Visca Baybay City, Leyte, Philippines.

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