

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. SHEILA MARIE CORREA LEMOS has assumed the duties and responsibilities as Administrative Aide VI (Clerk III) of Office of the Vice President for Student Affairs and Services effective August 2, 2021.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Lemos as Administrative Aide VI.

Done this 2nd day of August in Visayas State Univeristy.


ALELIA A. VILLOCINO
Head of Office/Department/Unit

Date: August 2, 2021

Attested by:


HONEY SOFIA V. COLIS
OIC-HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*