

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JENNIFER G. TINAJA has assumed the duties and responsibilities as ADMINISTRATIVE AIDE III of CASH DIVISION effective January 1, 2022.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. TINAJA as ADMINISTRATIVE AIDE III.

Done this 3rd day of January 2022 in Cash Office.


QUEEN EVER Y. ATUPAN
Head, Cash Division Office

Date: January 31, 2022

Attested by:


HONEY SOFIA V. COLIS
OIC Director, HRMO

201 file
Admin
COA
CSC

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