

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. LETTY JEAN C. LOR has assumed the duties and responsibilities as Administrative Aide IV of Gender Resource Center effective March 21, 2022.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. LETTY JEAN C. LOR as Administrative Aide IV.

Done this 24th day of March 2022 in Visca, Baybay City, Leyte.

  
**MARIA AURORA TERESITA W. TABADA**  
Head of Office/Department/Unit

Date: March 21, 2022

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*