CS Form No. 4 Revised 2018

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

CERTIFICATION OF ASSUMPTION TO DUTY

| This is to certify that Ms./Mr. | This is to certify that Ms./MrAnnie L. Talabo | | | | has |
|---|---|----------|--------------|---------------|----------|
| assumed the duties and responsibilities asSenior Administrative Assistant | | | | | |
| (Private Secretary II) of Office of the University President | | | | | |
| effective April 19, 2024. | | | | | |
| | | | | | |
| This certification is issued | d in | connecti | ion with the | e issuance | of the |
| appointment of Ms./MrTalabo_ | | _ as | Senior Adm | inistrative A | ssistant |
| III (Private Secretary II) | | | | | |
| | | | | | |
| Done this 19th day of | of | April | in _\ | /SU-Main C | ampus, |
| Baybay City, Leyte | | | | | |
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| | | PRO | OSE IVY G. | YEPES. EdD |) |
| | | | University F | | |
| Date: April 19, 2024 | | | | | |
| Date. <u>April 10, 2024</u> | | | | | |
| | | | | | |
| Attested by: | | | | | |
| * | | | | | |
| HONEY SOFIA V. COLIS HRMO | | | | | |
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For submission to CSC FO within 30 days from the date of assumption of the appointee