

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Elizabeth D. Pasa has assumed the duties and responsibilities as Administrative Aide III (Clerk III) of Accounting Office effective \_\_\_\_\_.


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

Done this 1st day of January 2019 in VSU, Baybay City, Leyte.

  
NICK FREDDY R. BELLO  
Head, Accounting Office

Date: Jan. 1, 2019

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*