


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. MARIA PRECILLA P. BALO has assumed the duties and responsibilities as ADMINISTRATIVE AIDE IV (CLERK II) of DEPARTMENT OF CIVIL ENGINEERING effective March 21, 2022.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. MARIA PRECILLA P. BALO as ADMINISTRATIVE AIDE IV (CLERK II).

Done this 21<sup>st</sup> day of March 2022 in \_\_\_\_\_.

  
GLADYS G. DOYDORA  
Head, Department of Civil  
Engineering

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*