


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 (CLERK 1) of OFFICE OF THE HEAD OF INCOME GENERATING PROJECTS effective March 1, 2023.

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

Done this 1st day of March 2023 in _____.


ARGINA M. POMIDA
Head, IGP

Date: 3/1/2023

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*