

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms. Meriam M. Luna has assumed the duties and responsibilities as Administrative Aide III of University Student Services Office (USSO) effective July 1, 2020.

This certification is issued in connection with the issuance of the appointment of Ms. Meriam M. Luna as Administrative Aide III.

Done this 22<sup>nd</sup> day of June 2020 in Visayas State University, Visca Baybay City, Leyte.

  
**MANOLO B. LORETO, JR.**  
Head of Office/Department/Unit

Date: July 1, 2020

Attested by:

  
**LOURDES B. CANO**  
**HRMO**

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*