

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. TIRSO E. IGOT JR. has assumed the duties and responsibilities as ADMIN AIDE I of VSU INTEGRATED HIGH SCHOOL effective June 1, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. TIRSO E. IGOT JR. as ADMIN AIDE I.

Done this 1<sup>st</sup> day of June 2023 in \_\_\_\_\_.

  
**SHALOM GRACE C. SUGANO**  
Head of Office/Department/Unit

Date: June 1, 2023

Attested by:

  
**HONEY SOFIA V. COLIS**  
Director HRMO

201 file  
Admin  
COA  
CSC

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