

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. Reynaldo V. Desdes has assumed  
the duties and responsibilities as Administrative Aide VI of  
VSU, Baybay City, Leyte effective July 1, 2018.

This certification is issued in connection with the issuance of the  
appointment of Ms/Mr. Desdes as Administrative Aide VI.

Done this 15th day of June, 2018 in VSU, Baybay City, Leyte.

  
**LEGARIO B. RAMOS**

Head of Office/Department/Unit

Date: 6-29-18

Attested by:

  
**LOUIES B. CANO**

Highest Ranking HRMO

201 file  
Admin  
COA  
CSC

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