

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. CHIZKA MAE S. MARTINEZ has  
assumed the duties and responsibilities as Administrative Aide III  
\_\_\_\_\_ of Office Of The Data Protection Officer  
effective January 1, 2022.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. CHIZKA MAE S. MARTINEZ as Administrative  
Aide III.

Done this 1st day of January 2022 in Baybay City, Leyte.

  
**Atty. RYSAN C. GUINOCOR**  
Head of Office/Department/Unit

Date: January 1, 2022

Attested by:

  
**HONEY SOFIA V. COLIS**  
OIC HRMO

201 file  
Admin  
COA  
CSC

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