

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. VIRGILIO C. ACILO has assumed the duties and responsibilities as Administrative Aide III of Office of the Head of Records and Archives effective January 1, 2023 to June 30, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. ACILO, VIRGILIO as Administrative Aide III.

Done this 28th day of November 2022 in Office of the Head of Records Office and Archives.


MARIA ROBERTA S. MIRAFIOR
Head of Office/Department/Unit

Date: January 1, 2023

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*