


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JENEFER B. JAYME has assumed the duties and responsibilities as ADMINISTRATIVE AIDE IV of OFFICE OF THE DIRECTOR FOR HUMAN RESOURCE MANAGEMENT effective November 16, 2020.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. JENEFER B. JAYME as ADMINISTRATIVE AIDE IV.

Done this 16 day of November 2020 in _____.


LOURDES B. CANO
Head of Office/Department/Unit

Date: 11/16/2020

Attested by:


REMBERTO A. PATINDOL
HRMO

201 file
Admin
COA
CSC

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