

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. CELSO F. SACRO has  
assumed the duties and responsibilities as Admin. Aide IV (clerk II) of  
VISAYAS STATE UNIVERSITY effective November 18, 2019

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. CELSO F. SACRO  
as Admin. Aide IV.

Done this 18 day of November 2019 in \_\_\_\_\_.

  
QUEEN EVELYN Y. ATUPAN  
Head of Office/Department/Unit

Date: 11/18/19

Attested by:

  
LOURDES B. CANO  
**HRMO**

201 file  
Admin  
COA  
CSC

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