

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. SHERYL S. BAGARINAO has assumed the duties and responsibilities as ADMINISTRATIVE AIDE IV of BUDGET OFFICE effective December 20, 2021.

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

Done this 20 day of December 2021 in \_\_\_\_\_.



ALICIA M. FLORES  
Head of Office/Department/Unit

Date: 12/20/2021

Attested by:



HONEY SOFIA V. COLIS  
HRMO

201 file  
Admin  
COA  
CSC

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