


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 (Clerk I) of Accounting Office effective March 3, 2022.

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

Done this 3rd day of March 2022 in _____.


NICK FREDDY R. BELLO
Head of Office/Department/Unit

Date: March 3, 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*