

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that **Ms./Mr.** Shirley T. Nayre has assumed the duties and responsibilities as Administrative Aide III of OVPREI (Extension) effective January 4, 2021.

This certification is issued in connection with the issuance of the appointment of **Ms./Mr.** Shirley T. Nayre as Administrative Aide III.

Done this 1<sup>st</sup> day of January in 2021.

  
OTHELLO B. CAPUNO  
Head of Office/Department/Unit

Date: 1/4/2021

Attested by:

  
LOURDES B. CANO  
**HRMO**

201 file  
Admin  
COA  
CSC

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