

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Amiel R. Armada has assumed the duties and responsibilities as Administrative Assistant V of Motor Pool Services/PPO effective June 1, 2021.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Armada as Administrative Assistant V.

Done this 18 day of June 2021 in \_\_\_\_\_.

  
**MARLON G. BURLAS**  
Head of Office/Department/Unit

Date: 6/1/2021

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*