

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that **Ms./Mr.** Ma. Elsa M. Umpad has assumed the duties and responsibilities as Administrative Officer IV of Office of the President effective December 20, 2021.


This certification is issued in connection with the issuance of the appointment of **Ms./Mr.** Umpad as _____.

Done this 20 day of December 2021 in VSU, Baybay City, Leyte.


ALLEN GLENNIE P. LAMBERT
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*