

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jesibel L. Muertigue has assumed the duties and responsibilities as Administrative Assistant II (Human Resource Management Assistant) of Human Resource Management Office effective October 1, 2024.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Muertigue as Administrative Assistant II (Human Resource Management Assistant).

Done this 1st day of October 2024 in Baybay City Leyte.


LUVILLA G. ALCOBER
Head of Office/Department/Unit

Date: October 1, 2024

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*