

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jhonavel R. Castil has assumed the duties and responsibilities as Administrative Aide III of Office of the Head of Accounting effective January 1, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Castil as Administrative Aide III.

Done this 6th day of December, 2022 in VSU, Baybay City, Leyte.



**NICK FREDDY R. BELLO**  
OIC – Office of the Head of Accounting

Date: 11/2023

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*