

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. LESTER G. LAYOLA has  
assumed the duties and responsibilities as Administrative Aide III of  
Office of the Head for Procurement effective March 1, 2022.

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

Done this 1st day of March 2022 in \_\_\_\_\_.

  
**JESSAMINE C. ECLEO**  
Head of Office/Department/Unit

Date: March 1, 2022

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*