

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. VIRGILIO C. ACILO has assumed the duties and responsibilities as Administrative Aide III of Office of the Head of Records and Archives effective July 1, 2023 to December 31, 2023

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

Done this 18<sup>th</sup> day of May 2023 in Office of the Head of Records Office and Archives.

  
MARIA ROBERTA S. MIRAFLORES  
Head of Office/Department/Unit

Date: July 3, 2023

Attested by:

  
HONEY SOFIA V. COLIS  
OIC HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*