

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Rogelio E. Ponce has assumed the duties and responsibilities as Administrative Aid V of COT/ DABE effective March 25 2020.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. Rogelio E. Ponce as Administrative Aid V.

Done this 25<sup>th</sup> day of March in 2020.

  
Manuel E. Casangcapan  
Head of Office/Department/Unit

Date: 25 March 2020

Attested by:

  
**LOURDES B. CANO**  
HRMO

201 file  
Admin  
COA  
CSC

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