

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 the Records and Archives Office effective July 1, 2024 to December 31, 2024


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

Done this 1<sup>st</sup> day of June 2024, in the Records and Archives Office.

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

Date: June 1, 2024

Attested by:

  
HONEY SOFIA V. COLIS  
Director, Human Resource Management Office

201 file  
Admin  
COA  
CSC

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