

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. Merle N. Gravador has assumed the duties and responsibilities as Administrative Aide III of Personnel Records and Performance Evaluation Office (PRPEO) effective July 1, 2020.

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

Done this 18 day of July 2020 in _____.


HONEY SOFIA V. COLIS
Head of Office/Department/Unit

Date: 7/1/2020

Attested by:


LOURDES B. CANO
Highest Ranking HRMO

201 file
Admin
COA
CSC

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