

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. Marilou L. Sta. Iglesia has assumed the duties and responsibilities as Administrative Aide III of the Office of the Vice President for Research and Extension effective _____.

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

Done this ____ day of _____ in _____.


OTHELLO B. CAPUNO
Head of Office/Department/Unit

Date: _____

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*