

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 Records and Archives Office effective January 1, 2024.

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

Done this 4<sup>th</sup> day of December 2023 in Visayas State University.

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

Date: January 1, 2024

Attested by:

  
HONEY SOFIA V. COLIS  
HRMO

201 file  
Admin  
COA  
CSC

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