

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Manuel C. Bartolini has assumed the duties and responsibilities as Administrative Aide III of Registrar's Office effective Jan. 4, 2021.

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

Done this 4 day of January in \_\_\_\_\_.

  
**MARWEN A. CASTAÑEDA**  
Head of Office/Department/Unit

Date: 1/4/21

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*