


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 OFFICE AND ARCHIVES CENTER effective January 2,
2019. TO JUNE 30, 2019.

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

Done this 2ND day of JANUARY 2019 in
RECORDS OFFICE AND ARCHIVES CENTER.


ASTERIA A. SEVILLA
Head of Office/Department/Unit

Date: January 2, 2019

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*