

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that **Ms/Mr. Ms. Shirley T. Nayre** has assumed the duties and responsibilities as Administrative Aide III of OVPRE-Extension effective January 1, 2019.

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

Done this 3rd day of January 2019 in OVPRE, VSU, Visca,
Baybay City, Leyte.


OTHELLO B. CAPUNO
Head of Office/Department/Unit

Date: January 3, 2019

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*