


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. CELSO P. GODOY has assumed the duties and responsibilities as Administrative Aide III of Department of Liberal Arts and Behavioral Sciences effective October 15, 2019.

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

Done this 15 day of October 2019 in \_\_\_\_\_.

  
GUIRALDO C. FERNANDEZ, JR.  
Head of Office/Department/Unit

Date: 10/15/19

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*