

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. MA. FE L. GAYANILO has assumed the duties and responsibilities as Administrative Aide VI (Clerk III) of ODHRM-OHLDHRA effective August 2, 2021.

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

Done this 2nd day of August 2021 in VSU, Baybay City, Leyte.


JENNIFER E. ANDO
Head of Office/Department/Unit

Date: August 2, 2021

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*