


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JENNIFER G. TINAJA has assumed the duties and responsibilities as ADMINISTRATIVE AIDE III of CASH DIVISION effective January 4, 2021.


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

Done this 4th day of January in Cash Office.


QUEEN-EVER Y. ATUPAN
Head, Cash Division Office

Date: _____

Attested by:


LOURDES B. CANO
HRMO

201 file
Admin
COA
CSC

*For submission to CSCFO
within 30 days from the
date of assumption of the
appointee*