

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 Officer II of Human Resource Management & Development effective May 13, 2025.

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

Done this 13th day of May 2025 in Visayas State University, Baybay City, Leyte.


HONEY SOFIA V. COLIS
Head of Office/Department/Unit

Date: May 13, 2025

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*