

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. VIRGILIO C. ACILO has assumed the duties and responsibilities as Administrative Aide III of Office of the Head of Records and Archives effective January 1, 2022 to June 30, 2022.


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

Done this 17th day of November, 2021 in Office of the Head Records Office and Archives Center.

  
MARIA ROBERTA S. MIRAFLOR  
Head of Office/Department/Unit

Date: November 17, 2021

Attested by:

  
HONEY SOFIA V. COLIS  
OIC Director, ODHRM

201 file  
Admin  
COA  
CSC

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