

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Meriam M. Luna has assumed the duties and responsibilities as Administrative Aide III of Office of the Dean of Students effective July 1, 2021.


This certification is issued in connection with the issuance of the appointment of Ms. Meriam M. Luna as Administrative Aide III.

Done this ____ day of _____ in VSU, Visca, Baybay City, Leyte.


MANOLO B. LORETO, JR.
Head of Office/Department/Unit

Date: 7/1/2021

Attested by:


HONEY SOFIA V. COLIS
Officer-in-Charge, HRMO

201 file
Admin
COA
CSC

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