

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Kybee M. Cayone  
has assumed the duties and responsibilities as Admin Aide IV of  
Procurement Office effective May 20, 2025.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Cayone as Admin Aide IV

Done this 20th day of May in 2025.

  
\_\_\_\_\_  
Jessamine C. Ecleo  
Head of Office/Department/Unit

Date: 5/20/25

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*