

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Ernesto A. Gonzaga, Jr. has assumed the duties and responsibilities as Administrative Aide IV (Clerk 3) of Institute for Strategic Research and Development Studies (ISRDS) Visayas State University effective August 2, 2021.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Gonzaga as Administrative Aide VI.

Done this 2nd day of August 2021 in Visayas State University.

  
LILIAN B. NUÑEZ  
Head of Office/Department/Unit

Date: 8/2/2021

Attested by:

  
HONEY SOFIA V. COLIS  
OIC- HRMO

201 file  
Admin  
COA  
CSC

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