

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. Fe C. Calunangan has assumed the duties and responsibilities as Administrative Aide IV of Cash Division effective October 1, 2020.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Fe C. Calunangan, as Administrative Aide IV

Done this 1<sup>st</sup> day of October 2020 in \_\_\_\_\_.

QUEEN EVER Y. ATUPAN  
Head of Office/Department/Unit

Date: 10/1/2020

Attested by:

  
LOURDES B. CANO  
**HRMO**

201 file  
Admin  
COA  
CSC

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