

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, 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 Records and Archives Office effective January 1, 2025 to June 30, 2025.

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

Done this 1<sup>st</sup> day of January 2025 in Records and Archives Office.

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

Date: January 1, 2025

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*