


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. VINCENT PAUL ASILOM has  
assumed the duties and responsibilities as ADMINISTRATIVE AIDE I  
of HELV MU/GSD effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. ASILOM as  
ADMINISTRATIVE AIDE I.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

  
MARLON G. BURLAS  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

LOURDES B. CANO  
**HRMO**

201 file  
Admin  
COA  
CSC

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