

Jan. 3, 2024

CS Form No. 4  
Revised 2018

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Eduardo R. Abanera has assumed the duties and responsibilities as Admin. Aide I (Utility Worker I) of VSU-IHS (LIBRARY) effective January 2, 2023.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Eduardo R. Abanera as Admin. Aide I (Utility Worker I).

Done this 2nd day of January, 2024 in Baybay City, Leyte.

  
VICENTE A. GILOS

Head of Office/Department/Unit

Date: Jan. 2, 2024

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*