

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. NORMAN O. VILLAS has assumed the duties and responsibilities as COMPUTER PROGRAMMER I of UNIVERSITY COMPUTER CENTER effective January 1, 2019.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. VILLAS as COMPUTER PROGRAMMER.

Done this ____ day of _____ in _____.


SEAN O. VILLAGONZALO
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*