

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JOSE ROLDAN GARCITOS
has assumed the duties and responsibilities as Admin Aide I (UTILITY WORKER)
VISAYAS STATE UNIVERSITY effective February 2, 2021.

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. JOSE ROLDAN GARCITOS as Admin Aide I.

Done this 2nd day of February 2021 in _____.



SHALOM GRACE C. SUGANO
Head of Office/Department/Unit

Date:

Attested by: hsc



HONEY SOFIA V. COLIS
OIC HRMO

201 file
Admin
COA
CSC

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