


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Arniel S. Cortez has assumed the duties and responsibilities as Heavy Equipment Operator II of Motor Pool Services Unit effective January 1, 2024.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. CORTEZ as HEO II.

Done this 1st day of January 2024 in Baybay City, Leyte.

  
**MARLON G. BURLAS**  
Head, Motor Pool

Date: Jan. 1, 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*