

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Mr. Alpie T. Llano has assumed the duties and responsibilities as Administrative Aide I (Utility Worker) of Department of Teacher Education effective January 2, 2024.

This certification is issued in connection with the issuance of the appointment of Mr. Llano's as Administrative Aide I.

Done this 2nd day of January 2024 in the Visayas State University, Baybay City, Leyte.

  
**JOEL Q. MABALHIN**  
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*