

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 VISAYAS STATE UNIVERSITY effective
March 1, 2023

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

Done this 1st day of March 2023 in _____.


MARLON G. BURLAS
Head of Office/Department/Unit

Date: *March 1, 2023*

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*