

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. RAFAEL B. VERGARA, Jr. has assumed the duties and responsibilities as Administrative Assistant II (Property Custodian) of Supply and Property Management (SPM) effective July 14, 2015.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Rafael B. Vergara, Jr. as Administrative Assistant II (Property Custodian).

Done this 14th day of July 2015 in Baybay City Leyte.



VIVIAN V. BALBARINO

Head of Office/Department/Unit

Date: July 14, 2015

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*