

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. DENNIS G. GALO has assumed the duties and responsibilities as DRIVER II of MOTOR POOL SERVICES UNIT / PPO effective January 16, 2015.

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

Done this 16th day of January 2015 in Baybay City Leyte


MARLON G. BURLAS
Head of Office/Department/Unit

Date: Jan. 16, 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*