

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Lenita L. Caintic has assumed the duties and responsibilities as Guesthouse Caretaker of VSU, Guesthouse effective January 1, 2023

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Lenita L. Caintic as Guesthouse Caretaker

Done this 1st day of January 2023 in VSU Guesthouse

Josefina M. Larrosa
Head of Office/Department/Unit

Date: January 1, 2023

Attested by:

HVS
HONEY SOFIA V. COLIS
OIC HRMO

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*