

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 Visayas State University effective \_\_\_\_\_.

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

Done this 24th day of June in 2024 VSU, Guesthouse

april mar c. Gonty  
Head of Office/Department/Unit

Date: 6-24-2024

Attested by:

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