


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Benson S. Diaz has assumed the duties and responsibilities as Welder I of General Services Division effective \_\_\_\_\_


This certification is issued in connection with the issuance of the appointment of Ms./Mr. Benson S. Diaz as Welder I.

Done this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_ 2020

  
MARLON G. BURLAS  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

  
LOURDES B. CANO  
HRMO

201 file  
Admin  
COA  
CSC

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