

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. CECILIO M. BENITEZ has assumed the duties and responsibilities as Administrative Aide I of Institute of Tropical Ecology & Environmental Management (ITEEM) effective October 1, 2019.

This certification is issued in connection with the issuance of the appointment of Mr. Cecilio M. Benitez as Administrative Aide I.

Done this ____ day of _____ in _____.


MARLITO M. BANDE
Head of Office/Department/Unit

Date: 01 Oct. 2019

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*