

Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. CECILIO M. BENITEZ has assumed the duties and responsibilities as Administrative Aide I of ITEEM, VSU, Baybay City, Leyte effective July 1, 2023.


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 ____.


ELIZA D. ESPINOSA
Head of Office/Department/Unit

Date: 7/1/2023

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*