

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. TEOFILO C. GOFREDO has assumed the duties and responsibilities as Administrative Aide III of Supply Property Procurement Management Office (SPPMO) effective January 1, 2019.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. TEOFILO C. GOFREDO as Administrative Aide III.

Done this 17th day of January, 2018 in VSU, Visca, Baybay City,
Leyte [Click here to enter text..](#)



ALICIA M. FLORES
Head of Office/Department/Unit

Date: 1/21/19

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*