

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. ORLAN C. CAPIN has assumed the duties and responsibilities as Administrative Aide III of ITEEM, VSU, Baybay City, Leyte effective January 1, 2025.

This certification is issued in connection with the issuance of the appointment of Mr. Orlan C. Capin as Administrative Aide III.

Done this 1st day of January, 2025 in Baybay City, Leyte



**TEOFANES A. PATINDOL**  
Head of Office/Department/Unit

Date: 01-01-2025

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*