


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JOSE ROLDAN C. GARCITOS has
assumed the duties and responsibilities as ADMIN AIDE III ^(Utility Worker II) of INSTITUTE OF
HUMAN KINETICS effective July 1, 2024.

This certification is issued in connection with the issuance of the
appointment of Ms./Mr. GARCITOS as ADMIN AIDE III.

Done this 25th day of June in 2024.


MR. ANDREW A. MAZO
Director/ IHK

Date: July 1, 2024

Attested by:


HONEY SOFIA V. COLIS
HRMO

201 file
Admin
COA
CSC

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