

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Lenita L. Caintic has  
assumed the duties and responsibilities as Guesthouse Caretaker of  
VISAYAS STATE UNIVERSITY effective July 1, 2021.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Lenita L. Caintic as Guesthouse Caretaker

Done this July 1st day of July in VSU Guesthouse

Josefina M. Larrosa  
JOSEFINA M. LARROSA  
Head of Office/Department/Unit

Date:

Attested by:

Honey  
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*