

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. Calintic has assumed the duties and responsibilities as Guesthouse Caretaker of VSU Guesthouse effective January 14, 2022

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

Done this 4th day of January 2022 in VSU Guesthouse

\_\_\_\_\_  
Head of Office/Department/Unit

Date: 11/1/2022

Attested by:

Honey Sofia V. Colis  
**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*