


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. **LENITA C. CAINTIC** has assumed the duties and responsibilities as **Admin. Aide I** of **VSU Pavilion** effective **January 1, 2024**.

This certification is issued in connection with the issuance of the appointment of **Ms./Mr. Caintic** as **Admin. Aide I**.

Done this 28<sup>th</sup> day of December 2023 in **VSU, Visca, Baybay City, Leyte.**

  
**JOSEFINA M. LARROSA**  
Head of Office/Department/Unit

Date: 1-3-2024

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*