


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. DOREEN B. ALBA has assumed the duties and responsibilities as Administrative Officer III (Supply Officer II) of Supply and Property Management Office effective January 2, 2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Doreen B. Alba as Administrative Officer III (Supply Officer II).

Done this 2nd day of January in 2025.


VIVIAN V. BALBARINO
Head of Office/Department/Unit

Date: Jan. 2, 2025

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*