


Republic of the Philippines
VISAYAS STATE UNIVERSITY
Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. ORLAN C. CAPIN has assumed the duties and responsibilities as Administrative Aide III of ITEEM, VSU, Baybay City, Leyte effective November 2, 2021.

This certification is issued in connection with the issuance of the appointment of Mr. Orlan C. Capin as Administrative Aide III.

Done this ___ day of ___ in ___.


ELIZA D. ESPINOSA
Head of Office/Department/Unit

Date: 11/2/2021

Attested by:


HONEY SOFIA V. COLIS
OIC Director, ODHRM

201 file
Admin
COA
CSC

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