

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Mr. Servano M. Latras Jr. has assumed the duties and responsibilities as Administrative Aide I (Utility Worker I) of Department of Tourism and Hospitality Management effective January 9, 2023.

This certification is issued in connection with the issuance of the appointment of Mr. Servando M. Latras Jr. as Administrative Aide I (Utility Worker I) .

Done this 11<sup>th</sup> day of January 2023 in VSU, Visca, Baybay City, Leyte.

  
**HANNAH MAE E. QUIMBO**  
Head of Office/Department/Unit

Date: January <sup>9</sup>~~3~~, 2023

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*