


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Arturo B. Alba Jr. has assumed the duties and responsibilities as Administrative Aide III (Utility II) of Office of the Vice President for Administration and Finance (OVPAF) effective September 1, 2021.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Arturo B. Alba Jr. as Administrative III (Utility II).

Done this 1st day of September in VSU, Baybay City, Leyte.


DANIEL LESLIE S. TAN
VP for Admin and Finance

Date: September 1, 2021

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*