


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. ENRIQUE E. CAORTE has assumed the duties and responsibilities as Security Guard I of SECURITY SERVICES OFFICE effective July 1, 2020.


This certification is issued in connection with the issuance of the appointment of Mr. Enrique E. Caorte as Security Guard I.

Done this 1st day of July 2020 in Visayas State University.


DARIO P. LINA
Head of Office/Department/Unit

Date: _____

Attested by:


LOURDES B. CANO
HRMO

201 file
Admin
COA
CSC

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