

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Mark Louis L. Garces has assumed the duties and responsibilities as Administrative Aide VI of Supply and Property Management effective 06/09/2025.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Garces as Administrative Aide VI.

Done this 9th day of JUNE 2025 in Visayas State University, Pangasugan, Baybay City, Leyte.



Vivian V. Balbarino

Head of Office/Department/Unit

Date: 06/09/2025

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*