


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Nicolas Nelson R. Valenzona has  
assumed the duties and responsibilities as Administrative Aide V of  
General Services Division effective March 1, 2020

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Nicolas Nelson Valenzona as Administrative  
Aide V.

Done this 1<sup>st</sup> day of March in 2020

  
MARLON G. BURLAS  
Head of Office/Department/Unit

Date: March 1, 2020

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*