

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. HENRY S. CAINTIC has  
assumed the duties and responsibilities as Security Guard I  
of VISAYAS STATE UNIVERSITY effective January 2, 2019

This certification is issued in connection with the issuance of the  
appointment of Ms/Mr. HENRY S. CAINTIC as Security Guard I

Done this 23st day of January, 2019 in Visayas State  
University, Baybay City, Leyte.



CELSO GUMAOD  
Head of Office/Department/Unit

Date: 24/1/19

Attested by:



LOURDES B. CANO  
Highest Ranking HRMO

201 file  
Admin  
COA  
CSC

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