

REPUBLIC OF THE PHILIPPINES
VISAYAS STATE UNIVERSITY
ViSCA, Baybay City, Leyte


CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. **ARNIEL S. CORTEZ** has assumed
The duties and responsibilities as **HEO II** of
MOTORPOOL SERVICES UNIT, VSU effective **MARCH 16, 2022**


This certification is issued in connection with the issuance of the appointment of
Ms./Mrs. **ARNIEL S. CORTEZ** as
HEO II

Done this **16th** day of **Motorpool Services , VSU, Baybay City, Leyte**

Date **MARCH 16, 2022**


MARLON G. BURLAS
Head of Office/Department/Unit

Attested by


HONEY SOFIA V. COLIS
OIC-Director, ODHRM

201 File
Admin
COA
CSC

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