

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. RIJUN R. AVELLANA has assumed the duties and responsibilities as DRIVER II of MOTOR POOL SERVICES UNIT / GenSO effective _____.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. AVELLANA as DRIVER II.

Done this ____ day of _____ in _____.


MARLON G. BURLAS
Head of Office/Department/Unit

Date: _____

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*