

OFFICE OF THE HEAD OF SUPPLY AND PROPERTY MANAGEMENT

Visca, Baybay City, Leyte, PHILIPPINES Telefax: 563-7190 Email: propertyvsu@gmail.com Website: www.vsu.edu.ph

CERTIFICATION

Date: July 29, 2022

| This is to CERTIFY that I, QUE | ame of Employee/Accountable Officer) |
|---|--|
| | . I am transferring my property |
| accountabilities to | |
| my SICK LEAVE period from (Purpose of Leave) | July 04 - 29, 2022 . (Inclusive Dates of Leave) |
| This is to CERTIFY further that I will automatically assume my property accountabilities upon my reinstatement to work. | |
| Conf | forme: |
| an. | Vicilada. |
| Signature of Employee (Accountable Officer) | Signature of Employee (Accepting Property Accountabilities) |
| Noted; | Approved: |
| RYSAN C. GUINOCOR Department/Office Head | ALICIA M. FLORES Head, SPMO |

