



STATEMENT OF ACTUAL DUTIES AND RESPONSIBILITIES

This is to state that Alan M. Guarte performed the following actual duties and responsibilities during his temporary appointment from March 18, 2020 to March 17, 2021 as Administrative Aide VI (Welder II) in the Department of Agricultural and Biosystems Engineering of the Visayas State University, Visca Baybay City, Leyte:

1. In-charge in the monitoring and maintenance of the all the equipment and machineries in the workshop.
2. In-charge of the cleanliness in the workshop.
3. Performs welding and carpentry for cabinets and tables.
4. Assist in fabrication of equipment for projects use.
5. Performs other function as assigned by superiors and other office staff.

This Statement is issued in support of the evaluation/ processing of application for grant of eligibility pursuant to Category II of CSC MC No. 11, s. 1996, as amended, and CSC MC No. 3, s. 2008.


ELDON P. DE PADUA
Head, DABE
Date:



**CERTIFICATION
On Performance Rating**

This is to certify that Alan M. Guarte has rendered Very Satisfactory actual work under temporary status from March 18, 2020 to March 17, 2021 as Administrative Aide VI (Welder II) in the Department of Agricultural and Biosystems Engineering of the Visayas State University, Visca Baybay City, Leyte, with the following details:

1st Rating Period

From : March 18, 2020
To : June 30, 2020
Numerical Rating : 4.46
Adjectival Rating : Very Satisfactory

2nd Rating Period

From : July 1, 2020
To : March 12, 2021
Numerical Rating : 4.48
Adjectival Rating : Very Satisfactory

This Certification is issued in support of the evaluation/ processing of application for grant of eligibility pursuant to Category II of CSC MC No. 11, s. 1996, as amended, and CSC MC No. 3, s. 2008.

ELDON P. DE PADUA
Head, DABE
Date: