

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

June 22, 2022	
This is to CERTIFY that I.	Jo Jane D. Atok of the
	Jo Jane D. Atok of the Name of Employee/Accountable Officer)
Department/Office of Advanced Research and I	NNOVATION CENTER. I am transferring my property
Sa	rah Jaan C Sugano
accountabilities to	rah Jean C. Sugano oyee/Receiving Accountable Officer)
(Name of Empl	oyee, necessing necountaine officery
my Study Leave period from	August 2022 - July 2024
my Study Leave period from (Purpose of Leave)	(Inclusive Dates of Leave)
accountabilities upon my reinstatement	that I will automatically assume my propert to work.
Con	forme:
	W
JO JANE D. ATOK	SARAH JEAN C, SUGANO
Signature of Employee	Signature of Employee
(Accountable Officer)	(Accepting Property Accountabilities)
<u>Noted</u> :	<u>Approved:</u>
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MA. THERESA P. LORETO	ALICIA M. FLORES
Department/Office Head	Head, SPMO



Vision: Mission: