

**CERTIFICATE OF EMPLOYMENT**

To Whom It May Concern:

This is to certify that according to the records of this office, **Ms. Brenda Me P. Valenzona** is employed as Job Order status of the following dates at Visayas State University Main Campus, Baybay City Leyte.

Covered dates	Designation	Department/Office
January 16, 2012 – September 30, 2015	Laborer / Utility Worker	Department of Biological Sciences
October 1, 2015 – December 31, 2020	Encoder / Clerk / Messenger	Department of Biological Sciences
January 1, 2021 – present	Admin Aide / dDRC	Department of Biological Sciences

This certification is issued upon the request of Ms. Valenzona for CSC grant purposes.

Issued on May 27, 2025 at VSU, Visca, City of Baybay, Leyte.

  
**LUVILLA G. ALCOBER**  
Head, RSPPRO

OR No. 0713409  
Date Issued: May 22, 2025



**RECRUITMENT, SELECTION, PLACEMENT AND  
PERSONNEL RECORDS OFFICE**  
Visayas State University, Baybay City, Leyte  
Email: [odahrd@vsu.edu.ph](mailto:odahrd@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1060



Management  
System  
ISO 9001:2015  
  
[www.tuv.com](http://www.tuv.com)  
ID: 9108658749



Page 1 of 1  
**FM-VSU-04**  
V4 01-23-2025  
No. 004-25-326