



# CERTIFICATE OF ATTENDANCE

is hereby given to

**AIZA B. BESAVILLA**

for having attended the "Orientation/Re-orientation of Duties and Responsibilities of dDRCs and AddRCs, and Cascading of Documents and Records Control Procedure Manuals and Guidelines" conducted on September 7, 2022 at the 1<sup>st</sup> Floor CCE Bldg., VSU, Baybay City, Leyte.

Given this 7<sup>th</sup> day of September 2022 at the Visayas State University, ViSCA, Baybay City, Leyte.

A handwritten signature in blue ink, appearing to read 'P. Oraño'.

**PAMELA P. ORAÑO**  
University Document and  
Records Controller

A handwritten signature in blue ink, appearing to read 'Aleli A. Villocino'.

**ALELI A. VILLOCINO**  
Quality Management  
Representative