

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
ViSCA, Baybay City, Leyte

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Al Franjon M. Villaroya has assumed the duties and responsibilities as Instructor 3 of Department of Liberal Arts and Behavioral Sciences effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. Villaroya as Instructor 3.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

  
GUIRALDO C. FERNANDEZ, JR.  
Head of Office/Department/Unit

Date: \_\_\_\_\_

Attested by:

  
LOURDES B. CANO  
HRMO

201 file  
Admin  
COA  
CSC

*For submission to CSC FO  
within 30 days from the  
date of assumption of the  
appointee*