

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. JULIE BEE M. AGUINALDO has assumed the duties and responsibilities as Instructor I of Department of Business and Management effective January 1, 2018


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

Done this 1<sup>st</sup> day of January in \_\_\_\_\_.

  
**NILDA T. AMESTOSO**  
Head of Office/Department/Unit

Date: 1/1/2018

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*