


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. BERT C.  
PEÑALOSA has assumed the duties and  
responsibilities as Instructor I of Department of  
Business and Management effective \_\_\_\_\_.

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

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

  
NILDA T. AMESTOSO  
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*