

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. BELJUN P. ENAYA has assumed the duties and responsibilities as INSTRUCTOR I of Department of Liberal Arts and Behavioral Sciences effective January 1, 2019.

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

Done this 1<sup>st</sup> day of January 2019 in Baybay City

  
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*