


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. Jay N. Jo has assumed the duties and responsibilities as Instructor I of Department of Mechanical Engineering effective January 1, 2019.

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

Done this 3rd day of January 2019 in Baybay City


JUNDY R. CASTIL
Head of Office/Department/Unit

Date: Jan. 3, 2019

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*