


Republic of the Philippines  
VISAYAS STATE UNIVERSITY

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. DELLY JANE L. PUNDAVELA has assumed the duties and responsibilities as INSTRUCTOR I of DEPARTMENT OF CIVIL ENGINEERING effective August 13, 2025.

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

Done this 13th day of August, 2025 in Baybay City, Leyte.

  
ENGR. JOHN CHRISTIAN GAVIOLA  
Head/Department of Civil Engineering

Attested by:

  
**HONEY SOFIA V. COLIS**  
HRMO

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

201 file  
Admin  
COA  
CSC

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