

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Diana T. Montes has assumed the duties and responsibilities as Instructor of Department of Business and Management effective March 17, 2021.

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

Done this 17 day of March 2021 in VSU.

  
**ANALITA A. SALABAO**  
Head of Office/Department/Unit

Date: 3/17/2021

Attested by:

  
**HONEY SOFIA V. COLIS**  
ODHRM

201 file  
Admin  
COA  
CSC

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