

Republic of the Philippines  
Visayas State University

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms/Mr. Florife A. Gatchalian has assumed the duties and responsibilities as Instructor of Institute of Human Kinetics, VSU, Visca, Baybay City, Leyte effective December 1, 2016.

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

Done this 10th day of November in \_\_\_\_\_.

  
MARY JEAN M. SAPAN  
Head of Office/Department/Unit

Date: Dec. 3, 2016

Attested by:

  
LOURDES B. CANO  
Highest Ranking HRMO

201 file  
Admin  
COA  
CSC

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