


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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. NELSON H. TEJARA has assumed the duties and responsibilities as INSTRUCTOR I of VSU INTEGRATED HIGH SCHOOL effective January 1, 2022.

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

Done this 1st day of January 2022 in Visca Baybay City  
Leyte.

  
SHALOM GRACE C. SUGANO  
Head of Office/Department/Unit

Date: January 1, 2022

Attested by:

  
HONEY SOFIA V. COLIS  
**OIC HRMO**

201 file  
Admin  
COA  
CSC

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