

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that **Engr. JESSIE B. CORRALES** has assumed the duties and responsibilities as Instructor I of Department of Civil Engineering effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the appointment of Engr. Corrales as Instructor I.

Done this \_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_.

*E. P. Loreto*

**EPIFANIA G. LORETO**  
Head of Office/Department/Unit

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

Attested by:

*Lourdes B. Cano*

**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*