

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. SHEERWINA MAE A. GONZAGA has assumed the duties and responsibilities as \_\_\_\_\_ of VISAYAS STATE UNIVERSITY effective \_\_\_\_\_.


This certification is issued in connection with the issuance of the appointment of Ms./Mr. Gonzaga as \_\_\_\_\_.

Done this \_\_\_\_ day of \_\_\_\_\_ in VSU, Visca, Baybay City, Leyte.

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

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

Attested by:

  
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*