

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

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. JENELYN V. VALENZONA has assumed the duties and responsibilities as \_\_\_\_\_ Instructor I \_\_\_\_\_ of \_\_\_\_\_ Department of \_\_\_\_\_ Mathematics \_\_\_\_\_ effective \_\_\_\_\_.

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

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

  
**EUSEBIO R. LINA, JR.**  
Head of Office/Department/Unit

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

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*