

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. DIANA T. MONTES has assumed the duties and responsibilities as INSTRUCTOR I of Department of Business and Management effective January 1, 2022.

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

Done this 1<sup>st</sup> day of January 2022 in \_\_\_\_\_.

  
**ANGELITA L. PARADERO**  
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*