


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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms. /Mr. May Ann E. Palen has assumed the duties and responsibilities as Instructor III of Department of Statistics effective \_\_\_\_\_.

This certification is issued in connection with the issuance of the appointment of Ms./Mr. May Ann E. Palen as Instructor III.

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

  
VIRGELIO M. ALAO  
OIC 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*