

records

Republic of the Philippines  
VISAYAS STATE UNIVERSITY  
Baybay City, Leyte

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. JENEFA L. CANOY has assumed the duties and responsibilities as SUBSTITUTE INSTRUCTOR of Department of Biological Sciences effective August 9, 2018.

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

Done this 3<sup>rd</sup> day of September in VSU, Baybay City, Leyte

ANALYN M. MAZO  
Head of Office/Department/Unit

Date: Sept. 3, 2018

Attested by:

  
LOURDES B. CANO  
Highest Ranking HRMO

201 file  
Admin  
COA  
CSC  
**CS Form No. 4**  
**Series of 2017**

*For submission to CSCFO  
within 30 days from the  
date of assumption of the  
appointee*