

Republic of the Philippines  
Visayas State University

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms/Mr. Mary Jean M. Sapan has assumed the duties and responsibilities as Instructor 1 of Institute of Human Kinetics, VSU, Visca, Baybay City, Leyte effective Nov. 2, 2017.

This certification is issued in connection with the issuance of the appointment of Ms/Mr. Sapan as Instructor.

Done this 2nd day of November, 2017 in VSU, Baybay City, Leyte



ALELI A. VILLOCINO  
Head of Office/Department/Unit

Date: 11/2/17

Attested by:

LOURDES B. CANO  
Highest Ranking HRMO

201 file  
Admin  
COA  
CSC

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