

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

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Ms./Mr. Mannylen C. Alde  
has assumed the duties and responsibilities as Instructor II  
of Visayas State University effective December 2, 2019.

This certification is issued in connection with the issuance of the  
appointment of Ms./Mr. Mannylen C. Alde as Instructor II.

Done this 2<sup>nd</sup> day of December 2019 in \_\_\_\_\_.

  
MARY JOY M. ABIT  
Head of Office/Department/Unit

Date: 12/2/2019

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*