



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS  
College, Laguna

UP Form 405

CERTIFICATE OF REPORT FOR DUTY

(1) NAME: (Family, Given, Middle)	(2) COLLEGE/OFFICE	(3) POSITION TITLE (4) SALARY
(5) DATE OF ACTUAL REPORT FOR DUTY:		(6) SIGNATURE OF APPOINTEE
<p>NOTE:</p> <ol style="list-style-type: none"><li>1. Prepared in duplicate copy by the Human Resource Development Office filling up item (1) to (4), and forwarded to the department/office concerned</li><li>2. Appointee fills up item (5) and signs in item (6)</li><li>3. Immediate superior of appointee certifies in item (7) to the correctness of the Date of Actual Report for duty [item (5)]</li><li>4. Vice-Chancellor/Dean/Director/Office Chief, confirms the Date of Actual Report for Duty and forwards the original and carbon copy to Human Resource Development Office</li></ol>		<p>_____</p> <p>(signature)</p> <p>Date: _____</p>
		(7) CERTIFIED CORRECT: Department Chairman
		<p>_____</p> <p>(signature)</p> <p>Date: _____</p>
		(8) CONFIRMED: Dean/Director
		<p>_____</p> <p>(signature)</p> <p>Date: _____</p> <p>Vice-Chancellor for Administration/Instruction</p> <p>_____</p> <p>(signature)</p> <p>Date: _____</p>