

Republic of the Philippines
University of the Philippines Los Baños

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Ms./Mr. _____ has
assumed the duties and responsibilities as _____
of _____ effective _____.

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

Done this _____ day of _____ in _____.

Head of Office/Department/Unit

Date: _____

Attested by:

NELSON JOSE VINCENT B. QUERIJERO
Director, HRDO

201 file
Admin
COA
CSC

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