



Republika ng Pilipinas
Department of Education

(INSERT DIVISION)
(INSERT NAME OF SCHOOL)

CERTIFICATE OF UNDERTAKING

This is to certify that, I, **[Name of Teacher]**, a **[Position]** at **[School Name]**, located at **[School Address]**, performed teacher ancillary tasks outside the school premises on the following dates and time:

Date	Time

I hereby attest that the ancillary tasks were performed diligently and responsibly and that they were completed accurately and on time.

This certification is prepared and submitted as an attachment to the Daily Time Record for the period: **[payroll period]**.

[SIGNATURE]

[NAME OF TEACHER]

[DATE]