

November ____, 2026

JOHN A. VISCA, CESO V
City Director
DILG Parañaque Field Office

Subject: **NOTICE OF ASSUMPTION**

Dear **City Director Visca**:

Good day!

Please be informed that the undersigned has officially assumed office as the _____(Position) of Barangay _____, District __, City of Parañaque, effective __ day of November 2026 after complying with all the requirements under the law.

Respectfully yours,

_____(**FULL NAME**)_____
_____(Position)_____

Cc: Liga ng mga Barangay