

Republic of the Philippines
Department of Education
Region III
DIVISION OF BULACAN
Malolos City

CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that _____ (NAME) _____ has assumed the duties and responsibilities as _____ (POSITION) _____ of _____ (DISTRICT /SCHOOL) effective _____.

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

Done this _____ day of _____, 2022 in _____ (Place of Designation) _____.

Assistant Schools Division Superintendent

Date: _____

Attested by:

VICTORIA O. MADRIGAL
Administrative Officer IV

201 file
Admin
COA
CSC

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