

Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

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

Attested by:

MONINA SARAH M. POMAREJOS MPA
HRMO

Date: _____ SS

201 file
Admin
COA
CSC

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