***CS Form No. 4***

***Revised 2018***

**Republic of the Philippines**

**Provincial Government of Negros Occidental**

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that Mr./Ms. has assumed the duties

and responsibilities as (Position) of ­­­­­­­­­­\_\_\_ \_(Office/ Department) \_

effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

This certification is issued in connection with the issuance of the

appointment of Mr./Ms. as (Position) .

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Done this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Head of Office)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attested by:

**ATTY. ANABELLE S. PALIC, Ph.D.**

Provincial Government Department Head - PHRMO