***CS Form No. 4***

***Series of 2018***

**Republic of the Philippines**

DEPARTMENT OF FOREIGN AFFAIRS

**CERTIFICATION OF ASSUMPTION TO DUTY**

This is to certify that \_\_\_\_\_\_\_\_\_(Full Name)\_\_\_\_\_\_\_\_has assumed the duties and responsibilities as \_\_\_\_\_(Position)\_\_\_\_\_of the \_\_\_\_\_\_\_\_(Office)\_\_\_\_\_\_ effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Done this \_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_(Office Location)\_\_.

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

Head of Office/Department/Unit

Date:

Attested by:

**J. ANTHONY A. REYES**

Director, HRMO-RSPD

*201 file*

*Admin*

***For submission to CSCFO***

***within 30 days from the***

***date of assumption of the appointee***

*COA*

*CSC*