



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

CS Form No. 4
Series of 2018

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 _____.

School Head

Date: _____

Attested by:

FERMIN M. ALBUTRA
Administrative Officer V

201 file
Admin
COA
CSC

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