



Republic of the Philippines  
**Bangsamoro Autonomous Region in Muslim Mindanao**  
**OFFICE OF THE CHIEF MINISTER**  
Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

---

### 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

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

Attested by:

\_\_\_\_\_  
**HRMO**

201 file  
Admin  
COA  
CSC

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