

UNIVERSITY OF THE PHILIPPINES MINDANAO  
Mintal, Tugbok District, Davao City

**CERTIFICATE OF REPORT FOR DUTY**

(1) Name (Family, Given Middle)                      (2) College/Office                      (3) Position    (4) Salary

\_\_\_\_\_

(5) Date of Actual Report for Duty

\_\_\_\_\_

(7) Signature of Appointee

\_\_\_\_\_

\_\_\_\_\_

Date

(6) Purpose (Please Check)

- (a) For Original appointments
- (b) From Leave of Absence
- (c) From Special Leave
- (d) From another unit (transfer)
- (e) From Maternity Leave
- (f) Others \_\_\_\_\_

**Note:**

1. Prepare in triplicate by the office concerned.
2. Appointee fills up item (5) and signs in item (7).
3. Immediate superior appointee certifies (8) to the correctness of the date of actual report for duty item (5).
4. Dean/Director/Office Chief confirms the Date of Actual Report for Duty and forwards original, duplicate, and triplicate to the Human Resource Development Office.

(8) CERTIFIED CORRECT  
(Department Head/Division Chairman)

\_\_\_\_\_

Head

\_\_\_\_\_

Date

(9) CONFIRMED (Dean/Director)

\_\_\_\_\_

\_\_\_\_\_

Date