

Revised July 1, 1974

UNIVERSITY OF THE PHILIPPINES  
Quezon City

CERTIFICATE OF REPORT OF DUTY	
(1) NAME (FAMILY, GIVEN MIDDLE)	(2) COLLEGE /OFFICE (3) POSITION (4) SALARY
(5) DATE OF ACTUAL REPORT OF DUTY	(6) PURPOSE (PLEASE CHECK) <input type="checkbox"/> FOR ORIGINAL APPOINTMENT <input type="checkbox"/> FROM LEAVE OF ABSENCE <input type="checkbox"/> FROM SPECIAL DETAIL <input type="checkbox"/> FROM ANOTHER UNIT (TRANSFER) <input type="checkbox"/> OTHERS: <u>Renewal</u>
(7) SIGNATURE OF APPOINTEE  _____ (Signature)  Date: _____	(8) CERTIFIED CORRECT (DEPARTMENT HEAD/DIVISION/CHAIRMAN)  _____ (Signature)  Date: _____
NOTE:  1. Prepared in triplicate by the office concerned 2. Appointee fill up item (5) and signs in item (7) 3. Immediate supervisor of appointee certifies (8) to the correctness of the date of ACTUAL REPORT OF DUTY (5) 4. Dean, Director/Office Chief confirms the date, and forwards ORIGINAL, DUPLICATE and TRIPLICATE to the OFFICE OF THE SECRETARY OF THE UNIVERSITY. (OFFICE OF GENERAL SERVICES)	(9) CONFIRMED (DEAN/DIRECTOR)  _____ (Signature)  Date: _____