

UNIVERSITY OF THE PHILIPPINES  
QUEZON CITY

<b>CERTIFICATE OF REPORT FOR DUTY</b>			
1) Name (FAMILY, GIVEN, MIDDLE)	2) COLLEGE/OFFICE	3) POSITION	4) SALARY
5) DATE OF ACTUAL REPORT FOR 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"/> FROM MATERNITY LEAVE <input type="checkbox"/> OTHERS _____	
7) SIGNATURE OF APPOINTEE		8) CERTIFIED CORRECT: (Department Head/Division/Chairman)	
_____ Signature		_____ Signature	
_____ Date		_____ Date	
NOTE:  1. Prepared in triplicate by the Office concerned 2. Appointee fill up item (5) and signs in item (7) 3. Immediate superior of appointee certifies to the correctness of the date of Actual Report for Duty in item (5) 4. Dean/Director/Office Chief confirms the date of actual Report for Duty and forwards ORIGINAL, DUPLICATE AND TRIPLICATE to the HUMAN RESOURCES DEVELOPMENT OFFICE (HRDO)		9) CONFIRMED (DEAN/DIRECTOR)	
		_____ Signature	
		_____ Date	