

**PHILIPPINE GENERAL HOSPITAL**

The National University Hospital
University of the Philippines Manila
Taft Avenue, Manila

"PHIC Accredited Health Care Provider"
ISO 9001 Certified

CERTIFICATE OF REPORT FOR DUTY

[1] NAME <i>(Family, Given, Middle)</i>	[2] Office/Unit	[3] Position	[4] Salary

[5] _____
(Date of ACTUAL REPORT FOR DUTY)

[6] PURPOSE (please check)

☐ for original appointment

☐ from leave of absence

☐ from another unit (transfer)

☐ others _____

[7] _____
(Signature)

(Date)

[8] CERTIFIED CORRECT:
(Department Head / Division Chief / Chairman)

(Signature Over Printed Name)

(Date)

NOTE :

1. Prepare in duplicate by the Office concerned.
2. Appointee fills up item (5) and signs in item (7).
3. Immediate superior of appointee certifies (8) to the correctness of the date of Actual Report for Duty, item (5).
4. Deputy Director /Office Chief /Chairman confirms the Date of Actual Report for Duty and Forwards Original and Duplicate to the Human Resource Development Division.

[9] CONFIRMED:

Director

(Date)