

**CERTIFICATION**

TO HRMDU:

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ under \_\_\_\_\_\_\_\_\_\_\_\_\_\_ was present on the date presented below for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_ in the premises of Mindanao Development Authority (MinDA) due to reason/s stated:

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| --- | --- | --- | --- | --- | --- |
| Date | Morning | | Afternoon | | Reason/s |
| In | Out | In | Out |
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Certified by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Chief / Head of Office