



Republic of the Philippines
Province of Batangas
LGU SAN NICOLAS, BATANGAS



CERTIFICATION OF ASSUMPTION TO DUTY

This is to certify that Mr. **FULL NAME** has assumed the duties and responsibilities as **POSITION TITLE** of **OFFICE NAME** effective **DATE OF ASSUMPTION**.

This certification is issued in connection with the issuance of the appointment of Mr. **SURNAME** as **POSITION TITLE**.

Done this ____ day of **2026** in **SAN NICOLAS, BATANGAS**.

HON. LESTER D. DE SAGUN
Municipal Mayor

Attested by:

CHRISTOPHER A. BARRION
MGDH I / HRMO

Date: **Date of Assumption**

201 file
Admin
COA
CSC

*For submission to CSC FO
within 30 days from the
date of assumption of the
appointee*