

**CERTIFICATION**  
**on Services Rendered in the Barangay\***  
**(Appointive Official)**

This is to certify that  (complete name of the Barangay official)  has rendered services in Barangay  (complete name of the Barangay) , City/Municipality of  (complete name of the city or municipality) , Province of  (complete name of the province) , with the following details:

Position Held	Date of Appointment (start from most recent)	Inclusive Dates of Years Served		No. of Years Served	Appointing Punong Barangay		
		From (mm/dd/yyyy)	To (mm/dd/yyyy)		Name	Date Elected	Term of Office (no. of years)

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms.  (last name of the Barangay official)  for the grant of Barangay Official Eligibility pursuant to Republic Act No. 7160, in accordance with CSC Resolution No.

\_\_\_\_\_

(city/municipality and province) ,  (complete date) .

\_\_\_\_\_  
 (Signature over full printed name of  
 Authorized DILG official)

\_\_\_\_\_  
 (Complete position title of the signatory)

\*To be printed in DILG official letterhead, and affixed with DILG Dry Seal at the portion covering the signature over printed name of the authorized DILG official.

Notes:

1. The Certification on Services Rendered in the Barangay of Appointive barangay officials shall be signed by the authorized DILG Official at the municipal, city, provincial, or regional level. It shall be printed on official letterhead of the DILG issuing Office, and affixed with DILG Dry Seal at the portion covering the signature over printed name of the authorized DILG official.
2. Complete name of the Barangay Official shall refer to First Name, Middle Initial, Last Name, and Extension Name, if any.
3. Appointive Barangay Officials include Barangay Treasurers, and Barangay Secretaries who were appointed by the duly elected *Punong Barangay*.
4. The "From" and "To" columns shall be written numerically in the month-day-year format.
5. All previous appointments/services (other than the current/most recent) rendered by the appointive barangay official under similar position in the same barangay must also be indicated.

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