

Republic of the Philippines
Province/City/Municipality of _____
OFFICE OF THE _____

(Date)

CERTIFICATE OF TURNOVER AND ACCEPTANCE

By way of the issuance of the Certificate of Completion for the:

Project Title: _____
Location: _____
Source of Fund: _____
Project Cost: _____
Date Started: _____
Date Completed: _____

The Department of the Interior and Local Government (DILG) is hereby formally turning over to the Local Government Unit (LGU) of Province/City/Municipality the completed facility as above described.

NAME
Provincial Director

ACCEPTANCE

By virtue of this certificate, through the undersigned, hereby accepts the completed project as above described and confirms assumption of responsibility with regard to custody, security, care and maintenance of the structure and its facilities.

NAME
Governor/City/Municipal Mayor

Issued this ____ day of (Month, Year).