

Paper with  
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office

Date

## **CERTIFICATION OF EMPLOYMENT**

TO WHOM IT MAY CONCERN:

This is to certify that as appearing in the records of this Office, **Mr./Ms.** \_\_\_\_\_ is an employee of the **agency name**, a **GFI, GOCC, LGU or NG.** He/she is holding the position of **position title with SG or Level or its SG equivalent of** \_\_\_\_\_. As such, he/she receives an annual basic salary of \_\_\_\_\_.

As a permanent employee since **date (month/day/year)**, his/her length of service in the government is \_\_\_\_\_.

This certification is being issued upon the request of Mr./Ms. \_\_\_\_\_ as a requirement for his/her application in the GSIS Scholarship Program for AY2013-2014.

**AGENCY AUTHORIZED OFFICER (i.e. Personnel Manager/HR Officer)**  
**Position Title**