



# Colegio de San Juan de Letran

HUMAN RESOURCES DEPARTMENT

Intramuros, Manila

## APPLICATION FOR CERTIFICATION OF EMPLOYMENT

Name: \_\_\_\_\_

Date Filed: \_\_\_\_\_

Department: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Purpose: \_\_\_\_\_

Sendee and Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

## DATA OF EMPLOYMENT

*To be accomplished by the HRD*

Designation: \_\_\_\_\_

Employment Status: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Date of Resignation/Retirement: \_\_\_\_\_

Prepared by:

Noted by:

Approved by:

\_\_\_\_\_  
HRD Staff

\_\_\_\_\_  
HRD Head

\_\_\_\_\_  
Rector and President