



**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: \_\_\_\_\_

-----  
**EMPLOYMENT RECORD**

*A. To be accomplished by the HRD*

*B. To be accomplished by the FAD*

Designation: \_\_\_\_\_  
Employment Status: \_\_\_\_\_  
Date Hired: \_\_\_\_\_  
Date of Resignation/Retirement: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

Monthly Income: \_\_\_\_\_  
Basic Pay: \_\_\_\_\_  
Honorarium: \_\_\_\_\_  
Prepared by: \_\_\_\_\_

Noted by:

Approved by:

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

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