

**(OFFICIAL LETTERHEAD OF AGENCY)**

**(DATE)**

**CERTIFICATE OF EMPLOYMENT**

TO WHOM IT MAY CONCERN:

This is to certify that as appearing in the records of this Office, **Mr./Ms. (COMPLETE NAME)** is an employee of the **(COMPLETE AGENCY NAME)**, a **(AGENCY TYPE - GFI, GOCC, LGU, NG, etc.)**. He/she is holding the position of **(POSITION TITLE)** with Salary Grade **(SG/Job Level or SG equivalent)**. As such, he/she receives an annual basic salary of **(AMOUNT)**.

As a permanent employee since **(MONTH/DAY/YEAR)**, his/her length of service in the government is **(YEARS IN SERVICE)**. Based on records, Mr./Ms. **(SURNAME)** has premium payments for the last six (6) months.

This certification is being issued upon the request of Mr./Ms. **(SURNAME)** as a requirement for his/her application in the GSIS Scholarship Program for AY 2017-2018.

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

**(OFFICIAL LETTERHEAD OF SCHOOL)**

**(DATE)**

**CERTIFICATION**

TO WHOM IT MAY CONCERN:

This is to certify that based on our records, Mr./Ms. **(COMPLETE NAME OF STUDENT)** is qualified to enroll or enrolled as **(YEAR LEVEL)** in **(COMPLETE COURSE TITLE)**, a **(COURSE DURATION)** year degree course for **(ACADEMIC YEAR)**.

This certification is being issued upon the request of Mr./Ms. **(SURNAME)** as a requirement for his/her application in the GSIS Scholarship Program for AY 2018-2019

**AUTHORIZED SCHOOL OFFICER (i.e. Admission Officer/Registrar)**  
**Position Title**