**Republic of the Philippines  
SAMPAGUITA STATE UNIVERSITY**Human Resource / Registrar’s Office  
Brgy. Mabini, San Isidro City, Nueva Ecija, 3100  
Tel. No.: (012) 123-4567 | Email: [registrar@sampaguitastate.edu.ph](mailto:registrar@sampaguitastate.edu.ph)

**SERVICE RECORD**

This is to certify that:

JUAN DELA CRUZ  
was employed in this institution with the following details:

* Position: Instructor I
* Department: College of Education
* Inclusive Dates: June 1, 2018 – May 30, 2023
* Status: Full-Time, Permanent
* Remarks: Satisfactory Service

Issued this 2nd day of May, 2025, for record and employment purposes.



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**Ma. Cristina L. Santos**

**HR Officer**