

**SERVICE RECORD**  
(To be Accomplished by Employer)

**NAME** : \_\_\_\_\_  
(Surname) (Given Name) (Middle Name) (If married woman, give also full maiden name)

**BIRTH** : \_\_\_\_\_  
(Date of Birth) (Place of Birth) (Date herein should be checked from birth or baptismal certificates or some other reliable documents).

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

*This is to certify that the employee herein-above actually rendered service in this office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by office and approved by the authorities concerned.*

SERVICE (Inclusive Date)		RECORD OF APPOINTMENT			OFFICE ENTITY / DIVISION		LEAVE WITHOUT PAY	
From	To	Designation	Status	Salary	Status / Place of Assignment	Branch	From	To

*Issued in compliance with Executive Order No. 54, dated August 10, 1954, in accordance with Circular No. 58 dated August 10, 1954 of the system.*

**ANGEL L. YAP**  
Municipal Mayor

\_\_\_\_\_  
Date