**OMNIBUS CERTIFICATION OF AUTHENTICITY**

**AND VERACITY OF DOCUMENTS**

I, \_\_\_\_\_\_\_Eunice Chesca Zafe\_, Filipino, of legal age, with permanent address at \_\_Gogon Centro,Virac Catanuanes\_\_\_\_\_, after being sworn in accordance with law, hereby depose and state that:

1. That I am applying for\_\_Administrative Aide II\_\_\_.

2. That I have the following documents: *(pls enumerate the documents you will submit or the content of your folder)*

1. Letter of Intent

2. Personal Data Sheet

3.Certificate of Pre Employment Dole

4.Certificate of Scholarship

5.Certificate of Nc2

6. Transcript of Records

7.Certificate of Eligibility

8. N B I clearance

3. I am executing this certification to attest to the authenticity and veracity of all documents submitted.

4. By executing this Omnibus Certification of Authenticity and Veracity of Documents, I hereby authorize the Department of Education, Division

of Catanduanes through the Human Resource Merit Promotion & Selection Board to verify the authenticity of the above mentioned documents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date



Subscribed and sworn to before me this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020, affiant exhibiting his/her Community Tax Certificate No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Catanduanes.

` \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUSAN S COLLANO

School Division Superintendent

School Division of Catanduanes

Virac Catanduanes

Madam;

Please consider me as an applicant on your vacant position as Administrative Aide II in your esteemed division of Catanduanes.

I am a graduate of Bachelor of Science in Elementary Education at the Catanduanes College,and passed the Licensure Examination for Teacher. I am also a former office staff at Atty.Mendoza Law Office under the Special Program for Student during summer vacation.

I have knowledge in computer and willing to be train to gain knowledge and improve myself for your company.

I am willing to come for your evaluation and interview at your most convenient time.

To vouch safe on my character, please refer me to the following person,

Sir Elija Abundo

SPDS Catandunaes

Gogon Centro Virac Catanduanes

Sir Jessie Icaranom

School Principal

Gogon Centro Virac Catanduanes

Mam Daisy Panti

Retired Teacher

Gogon Centro Virac Catanduanes

Sincerely yours,

EUNICE CHESCA ZAFE

Applicant