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| --- | --- | --- | --- | --- | --- | --- | --- |
| **SERVICE RECORD** | | | | | | | |
|  |  |  |  |  |  |  |  |
| Name | «surname» | «givenname» | «mi» | «maidenname» | (if married woman give the maiden name) | | |
|  | Surname | Given Name | M.I. | Maiden Name |  |  |  |
| Birth | «dob» | «pob» | | | (Data herein should be checked from birth or baptismal certificate or some reliable documents.) | | |
|  | Date | Place | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This is to certify that the employee named herein above actually rendered services in this office as shown by the service record below. Each line of which is supported by the appointment and other papers actually issued by this Office and approved by the authorities concerned. | | | | | | | | |
| **Service** | | **Record of Appointment** | |  | **Office/Entity/Division** | | |  |
| (Inclusive Dates)   |  |  | | --- | --- | | From | To | | | Designation | Status  (1) | Annual Salary  (2) | Place of Assignment | Fund  (3) | Leave/Abs. | Remarks |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Issued in compliance with Executive Order No. 54, dated August 10, 1954 and in accordance with Circular No. 58, dated August 10, 1954 of the system. | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Certified True and Correct: | | | | | | |  |  |
|  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| «date» |  | **«signatory\_1»** |  | **«signatory\_2»** |  |  |
| Date |  | «title\_1» |  | «title\_2» |  |  |