

**(LETTERHEAD)**

**CERTIFICATION**

This is to certify that **(NAME OF EMPLOYEE)** is a bonafide employee of **(Company name)** holding the position of **(Position)** from **(Date of Employment)** up to the present.

(Mr. \_\_\_\_\_ / Ms. \_\_\_\_\_)'s annual gross compensation is Pesos (amount in words) (PHP \_\_\_\_\_) and is entitled to annual vacation leave credits of \_\_\_\_\_ (\_\_) days and sick leave credits of \_\_\_\_\_ (\_\_) days.

This certification is being issued upon the request of (Mr. \_\_\_\_\_ / Ms. \_\_\_\_\_) for any legal purpose it may serve.

Issued this \_\_\_\_ day of \_\_\_\_ 2009 in \_\_\_\_\_, Philippines.

Signed,

**(Name and Signature of Issuing Authority)**  
(Title)