

UNIVERSITY OF THE PHILIPPINES
CERTIFICATE OF SERVICE

for the Month of _____, 19____

Name _____

Position _____

College/School of _____

Activities other than teaching such as
research, etc.

Approximate
number of
hours per
week

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I hereby certify _____

(Signature)

Attested:

Approved:

Head, Department

of

(Dean/Director)

NOTE: Suggested statement, called for in the certificate, to be written in longhand:

"I hereby certify, upon my honor, that I have rendered full service for the month of _____, 19____ except (in case of absences) on the following days, application for leave for which had been duly made."