



SUBIC BAY METROPOLITAN AUTHORITY

**HUMAN RESOURCE MANAGEMENT DEPARTMENT**

Bldg. 255, Barryman Rd., Sibic Bay Freeport Zone Philippines

(6347) 252-4232/4711/4110/4135/4252/4054/4297

- Request for:
- |  |  |
|--|--|
| <input type="checkbox"/> Service Record        | <input type="checkbox"/> Certification of Employment                   |
| <input type="checkbox"/> Appointment Copy      | <input type="checkbox"/> Certification of Employment with Compensation |
| <input type="checkbox"/> Others (Pls. specify) | <input type="checkbox"/> Certification of No Pending Case              |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Pick-up Date: After 3 working days

Name: \_\_\_\_\_

Last Name                      First Name                      Middle Name

Date of Birth: \_\_\_\_\_ ( Do not leave this blank )

Present Home Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

**EMPLOYMENT STATUS:**

- SBMA Plantilla
- SBMA Employment of Contract
- SBMA Contract of Service
- SBMA Job Order
- FSC
- Others (pls. specify): \_\_\_\_\_

Date of Assumption: \_\_\_\_\_ Date of Separation: \_\_\_\_\_

Department: \_\_\_\_\_ Position / SG: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature