UP Form No. 65-A

**UNIVERSITY OF THE PHILIPPINES MANILA**

8th Floor PGH Building Taft Avenue Manila

**CERTIFICATE OF SERVICE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| For the month of | | | | |  | | | | | | | | ,20 | |  |
| Name | | |  | | | | | | | | | | | | |
| Position | | |  | | | | | | | | | | | | |
| College | | |  | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | |
| Activities other than teaching such as research | | | | | | | | |  | Approx. no. of hours per week | | | | | |
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| *I hereby certify* | | | |  | | | | | | | | | | | |
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| Signature | | | | | | | | | |
| APPROVED: | | | | | | | | | | | |
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|  | | | | | | | | | | | |
|  | | Dean/Director | | | | | | | | | |  | | | |
| Note: Suggested statements, 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* |  | | | | | | *20* |  | | | *except (in* | | | | |
| *case of absences) on the following days,* | | | | | | | | | | | | | | | |
| *application for leave.* | | | | | | | | | | | | | | | |

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| Signature | | | | | | | | | |
| APPROVED: | | | | | | | | | | | |
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| *application for leave.* | | | | | | | | | | | | | | | |