

	Date Submitted
	Date to be released
O: XU-Human Resources Office	
RE: REQUEST FOR CERTIFICATION	
Nature of Certificate	
Without compensation	With compensation
Purpose of Certificate	
	Requested by:
	Signature above printed Name
NON-XU EMPLOYEES. Attach off	Finance Office (P10.00) for XU EMPLOYEES and (P20.00) for ficial receipt upon submission of Request.
· · ·	ficial receipt upon submission of Request.
NON-XU EMPLOYEES. Attach off	ficial receipt upon submission of Request. Date Submitted
NON-XU EMPLOYEES. Attach off	ficial receipt upon submission of Request. Date Submitted
NON-XU EMPLOYEES. Attach off XAVIER UNIVERSITY Ateneo de Cagayan	ficial receipt upon submission of Request. Date Submitted
NON-XU EMPLOYEES. Attach off XAVIER UNIVERSITY Ateneo de Cagayan TO: XU-Human Resources Office	Date Submitted Date to be released
NON-XU EMPLOYEES. Attach off XAVIER UNIVERSITY Ateneo de Cagayan TO: XU-Human Resources Office RE: REQUEST FOR CERTIFICATION Nature of Certificate	Date Submitted Date to be released
NON-XU EMPLOYEES. Attach off XAVIER UNIVERSITY Ateneo de Cagayan O: XU-Human Resources Office RE: REQUEST FOR CERTIFICATION Nature of Certificate Without compensation	Date Submitted Date to be released

IMPORTANT: Please pay Certificate fee at the Finance Office (P10.00) for XU EMPLOYEES and (P20.00) for NON-XU EMPLOYEES. Attach official receipt upon submission of Request.

Signature above printed Name