

CERTIFICATION
on Actual Services Rendered as Job Order (JO) / Contract of Service (COS) /
Casual / Contractual / Coterminous / Category III / Category IV /
first level Career Service(C6) Worker
in the Government Agency*

This is to certify that _____ (complete name of the JO/COS/C6 Worker) has rendered services in _____ (complete name of the Agency), located at _____ (complete address of the agency), with the following details:

Position Held	Status/Nature of Engagement	Inclusive Period of Services Rendered		Number of Years/ Months/ Days Served	Total Number of Months/ Days Served	Performance Rating (P/S/VS/O)*
		From (mm/dd/yyyy)	To (mm/dd/yyyy)			

* **Performance Rating Legend:** *P* = Poor / *S* = Satisfactory / *VS* = Very Satisfactory / *O* = Outstanding or its equivalent rating

This Certification is issued in support of the evaluation/processing of the application of Mr./Ms. _____ (last name of the JO/COS/C6 Worker) for the grant of Career Service Eligibility - Preference Rating (CSE-PR), in accordance with CSC Resolution No. _____ dated _____.

 (Signature over full printed name of the Head of Office or the highest HRMO)

 (Complete position title of the signatory)

NOTES:

1. The Certification on Actual Services Rendered in the agency of JO/COS/C6 workers shall be signed by the Head of Office or the highest Human Resource Management Officer (HRMO) in the agency. It shall be printed on official letterhead of the agency issuing office, and affixed with agency dry seal at the portion covering the signature over printed name of the Head of Office or the highest HRMO.
2. Complete name of the JO/COS/C6 Worker shall refer to First Name, Middle Initial, Last Name, and Extension Name, if any.
3. The "From" and "To" columns shall be written numerically in the month-day-year format.