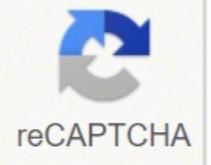




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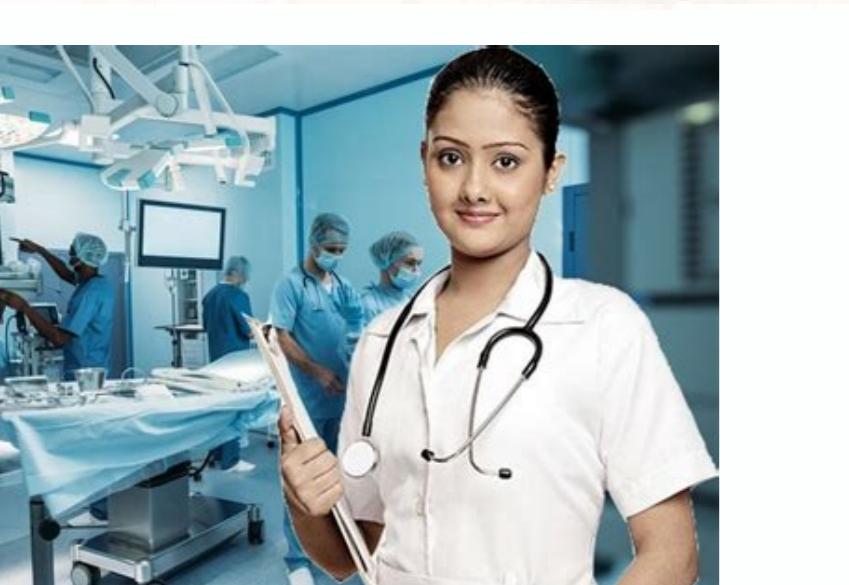
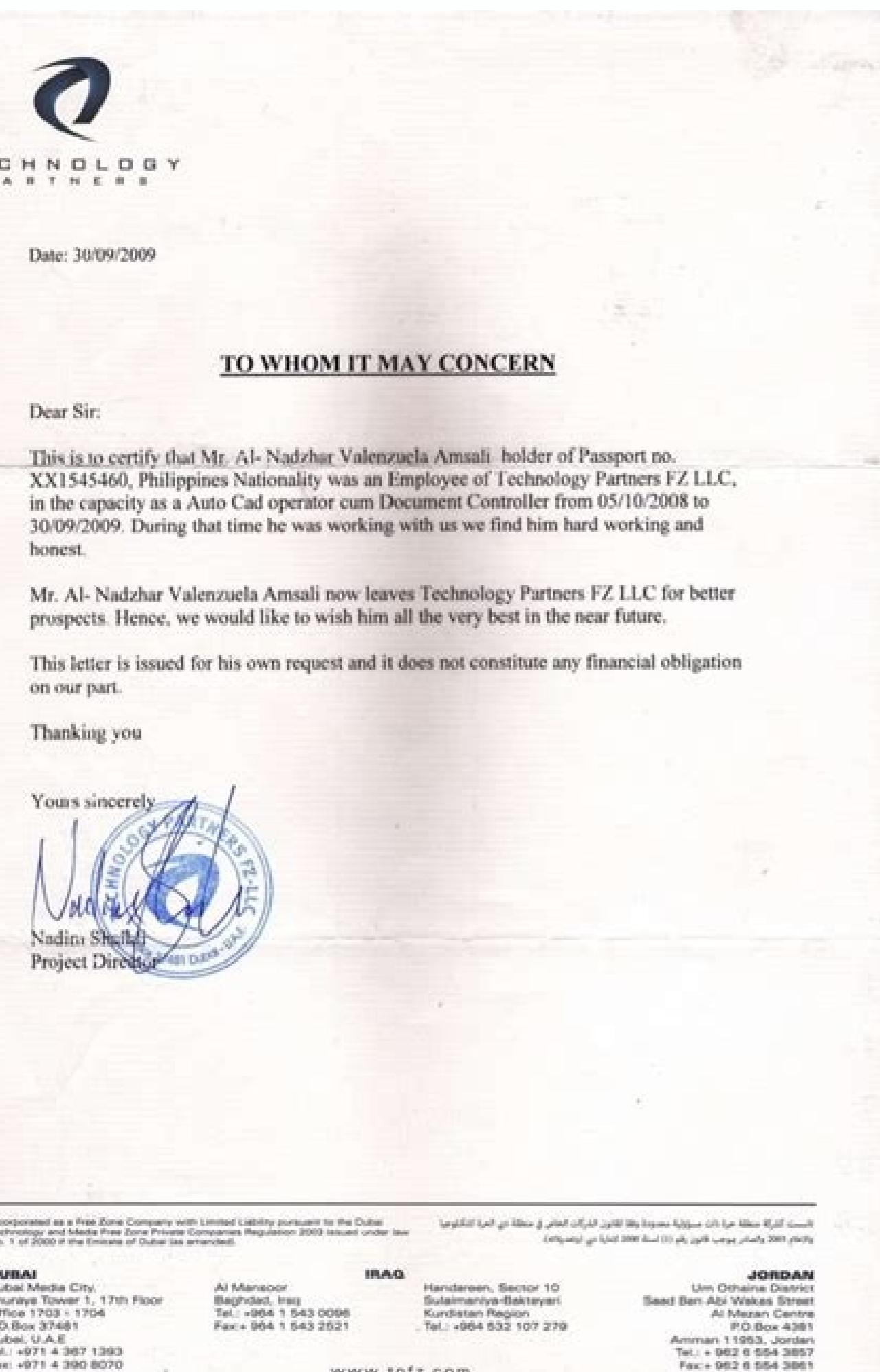


Open



Supported Version: Ms Word 2013 (docx) or later

8.5x11" With 5mm Bleed | Print Ready | CMYK - 300DPI | Easy To Customise Text & Color



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소지인의 서명
Signature of bearer



If possible, the document should be printed with the employer's letterhead or logo. If all the information is correct, then the Certificate should be signed by the signatory as shown in the document then given to the employee. The later is a detailed certificate that states and indicates the employee's experience, how well the employee has served the organization, what abilities, skills or expertise he owns and has acquired, etc., whereas the former only certify the employment record of an employee and states that the employee has served at a certain position in the organization for a certain duration. Usually, when an employee leaves an organization, the employer issues the employment certificate to him as a verification of his employment with the organization for a certain period. It is usually requested to complete the requirements for employment with a new employer. At the end, you receive it in Word and PDF formats. However, it is important that the certificate is prepared diligently. It should be professional and formal. Needs to be Readable with the legible font style and size. The use of colors, images, the text should be aligned with the company's image. Like the variation in format and design, the details included in an employment certificate can vary as well. Sometimes, a current employee might request for a Certificate of Employment for other purposes, such as for a visa application. Applicable Law The labor laws in the Philippines are governed by the Labor Code of the Philippines. Other Labor Advisories issued by the Department of Labor and Employment, such as Labor Advisory No. 6, Series of 2020, may also be relevant. How to Use this Document The user should enter all the information required to complete the document. Once completed, the user should print at least two (2) copies of the document. If the employee is no longer employed by the employer, the employer usually issues the Certificate of Employment upon request by the employee. Nevertheless, in all the certificates, the following general information is included: The heading of or related to 'Employment Certificate'. Date of issuance. Details of the employee, including name, position, employment time-period at the company, etc. Details of the employer, including name, address, logo, etc. Reason and purpose of certificate issuance. Name, Signature, position, and stamp of the authorized person. When the employment certificate is issued to an employee, even if it is not used immediately, it is kept in the record, which is maintained by the employee, so that the employee can use it in the future, whenever required. The document is created before your eyes as you respond to the questions. Employers are required by law to give a Certificate of Employment upon the request of a former employee. You can modify it and reuse it. The Certificate of Employment should be issued within three (3) days from the time of the employee's request. File: Word (.docx) 2007+ and iPad Size 287 Kb | Download File: Word (.docx) 2007+ and iPad Size 159 Kb | Download For practicality, the Certificate of Employment is usually requested from and signed by a personnel of the Human Resource Department of the person who handles employee matters. Employment certificate or certificate of employment is a document that indicates and authenticates the employment record of an employee, who is either currently working in an organization or has left the organization and has become an ex-employee, although there are different names for the document. The format and design of the certificate can vary from organization to organization. Generally, the organization develops a format that is used to prepare a template. The employer should keep a copy for their records. This template is developed, and every time an employment certificate has to be prepared for an employee, the template is used, by filling in the employee details, and the certificate is issued, without much needed time and effort. The Certificate of Employment is not a recommendation, clearance, Certificate of Good Moral Character, Salary Certification or a Waiver of any claim of the employer against the employee. The Certificate of Employment is a statement of fact of the employment of the employee. How to modify the template You fill out a form. A Certificate of Employment, also called an Employment Certificate, is used to verify the employment history of a former or current employee. The user should then review all the information. Under Section 10, Rule 14, Book 5 of the Omnibus Rules Implementing the Labor Code of the Philippines, a worker who resigns or is terminated from employment is entitled to certificates of employment from their former employer specifying the dates of his or her employment and the type or types of work for which he or she was employed. At the same time, the employee, while being a current or an ex-employee, can request for such a certificate for various reasons, such as: He wants to maintain a valid record of his employment history. The employee is applying to some other organization. The employee is applying for higher studies and needs to reveal his employment status to show experience. He is applying for a loan, a mortgage or engaging in some financial transaction, for which he is required to submit his employment certificate. He is applying for immigration or visa for business meetings, and the embassy requires a valid document that can indicate his employment. The employment certificate is printed on the company letterhead and is duly signed and stamped by the authorized person.

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