

[Company name]

[Address] · [Phone] · [Email]

CERTIFICATE OF EMPLOYMENT AND COMPENSATION

This is to certify that [Mr./Ms.] [Employee's full name] has been employed by [Company name] since [Start date] and currently holds the position of [Position] with [regular/probationary] status.

[His/Her] monthly compensation is as follows:

Basic salary: PHP [amount]

[Allowance name]: PHP [amount]

Total: PHP [amount]

[His/Her] annual compensation, including the 13th month pay, is PHP [amount].

This certificate is issued at the request of [Mr./Ms.] [Surname] in support of [his/her] [purpose, such as a housing loan application].

Issued on [Date of issue] at [City].

[Signatory's name]

[Signatory's position]
