



# PNB

Records Section  
 HRIS and Records Department  
 Human Resource Group  
 Contact Number: (02) 526-3131 Loc. 2333

## CERTIFICATE OF EMPLOYMENT/SERVICE RECORD REQUEST FORM

Name _____ :	Employee No.:
Position/Rank _____ :	Station:
Office Local No.:	Personal No.:
<i>Note: Please attach PNB ID if still active, otherwise please provide any valid ID in case already separated from the bank.</i>	
Purpose: with salary (Yes/No) _____ <input type="radio"/> Travel/Visa application (please specify country) _____ <input type="radio"/> Loan application (pls. specify financial institution) _____ <input type="radio"/> Post-paid application with Tel Co. <input type="radio"/> Others (please specify): _____	Addressee's Name and Address:
<b>AUTHORIZATION</b>	
I hereby authorize the Bank to disclose information relative to my employment with the Bank by virtue of this request for issuance of a Certificate of Employment/Service Record and the purpose stated herein.  I hereby waive my rights under Republic Act (RA) No. 10173 (Data Privacy Act), as may be amended from time to time, and such other relevant rules and regulations. I further release and hold free and harmless the Bank, its directors, officers and employees from all liability that may arise from this disclosure.  CONFORME:  _____ Signature over Printed Name Date: _____	This is to authorize _____ whose signature appears below, to receive in my behalf, the above request.  SIGNATURE OF EMPLOYEE:  _____ <i>*Please provide PNB ID.</i>   SIGNATURE OF REPRESENTATIVE:  _____ <i>*Please provide any valid ID of your authorized representative.</i>

**To be accomplished by HR Records Section**

**(FOR INTERNAL USE ONLY)**

Received complete documents/requirements by the HR Records Section on: ____/____/____.  _____ Signature over Printed Name	For separated employees, IRD Clearance: _____
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