



1 December 2022

**TO WHOM THIS MAY CONCERN:**

Submitting herewith the following documents of our Laboratory Technician on Job Order status in the name of Mr. Emmanuel P. Lesidan of the Department of Meteorology effective December 1 to December 31, 2022.

1. Contract of Service for Individual Job Order Worker (6 copies).
2. Personal Data Sheet (3 copies)
3. Excerpt from the approved minutes of the Non-Academic Personnel Board Meeting, NAPB Resolution No. 197, s. 2022, ( 3 copies)
4. Phil Health Number (3 copies).
5. TIN No (3 copies).
6. Income Payee's Sworn Declaration of Gross Receipts/Sales (3 copies).

Very truly yours,

**CHARLIE S. ANDAN**

Head, Department of Meteorology