



COMMUNITY ECONOMIC VENTURES, (A Microfinance NGO) INC.  
"People Experiencing Fullness of Life"

## SERVICE RECORD: CEV2351

Name: NENIA FE P. PENING  
Date of Birth: February 13, 2000  
Date Hired: March 1, 2023  
Separation Date: September 15, 2023  
Latest Position prior to separation: Branch Administrative Assistant

POSITION: BRANCH ADMINISTRATIVE ASSISTANT  
Date: March 1, 2023 to September 15, 2023  
Area of Assignment: Ormoc Branch

Summary of the position: Responsible in cashiering functions, petty cash custodian, processing of loan applications, and administrative functions within a branch office.

## CERTIFICATE OF EMPLOYMENT

This is to certify that NENIA FE P. PENING has been working with Community Economic Ventures, Inc. (A Microfinance NGO) Inc. as Branch Administrative Assistant since March 1, 2023 and has been separated last September 15, 2023 due to Redundancy/Retrenchment. Further, she has no standing obligations and accountability to settle.

Given this 18<sup>th</sup> day of October 2023 at CEVI Head Office, Sarabia Co-Torralba Bldg., Espuelas St., Tagbilaran City Bohol, Philippines.

Alvin S. Dacoroon  
Human Resource Manager