



Republic of the Philippines
Surigao del Sur State University
Rosario, Tandag City, Surigao del Sur 8300
Telefax No. 086-214-5068
Email address: sdssu_hrm@gmail.com



Office of the Human Resource Management

CERTIFICATE OF EMPLOYMENT

Application for the SIKAP Grant.

THIS IS TO CERTIFY that **Ms. JESSA D. CABATCHETE**, was a Full-time Teaching personnel of the Surigao del Sur State University. She was hired on July 7, 2017 and taught/served in the Department of Mathematics and Natural Sciences under the College of Arts and Sciences. Her service record for the following semesters is as follows:

Semester	Months Covered	No. of Units/ No. of Work hours/week	Type of Employment
Term 1, SY 2017-2018	June 2017-October 2017	21 units/ 40 hrs.	Temporary
Term 2, SY 2017-2018	November 2017-March 2018	21 units/ 40 hrs.	Temporary
Term 1, SY 2018-2019	June 2018-October 2018	21 units/ 40 hrs.	Temporary
Term 2, SY 2018-2019	November 2018-March 2019	21 units/ 40 hrs.	Temporary
Term 1, SY 2019-2020	June 2019-October 2019	21 units/ 40 hrs.	Temporary
Term 2, SY 2019-2020	November 2019-March 2020	21 units/ 40 hrs.	Temporary
Term 1, SY 2020-2021	August 2019-October 2020	21 units/ 40 hrs.	Temporary

If the applicant has been assigned with administrative and/or supervisory responsibilities for the past one(1) year or twelve months, kindly accomplish this table:

Months Covered (MM/YYYY-MM/YYYY)	<<<Assignment No. 1>>>	<<<Assignment No. 2>>>
Position/Rank		
Office Assignment	none	none
Duties/Responsibilities		
Number of Work Hours per Week		
No. of staff reporting to the applicant		



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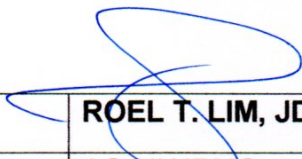
Office of the Human Resource Management

If the applicant has already been separated from service, kindly accomplish this table:

Mode of Separation:	<input type="checkbox"/> Resignation <input checked="" type="checkbox"/> End of Contract <input type="checkbox"/> Termination through: <div style="margin-left: 40px;"><input type="checkbox"/> Redundancy <input type="checkbox"/> Retrenchment <input type="checkbox"/> Authorized Causes <input type="checkbox"/> Others : _____</div>
Date of Separation	October 1, 2020

This certification is issued at the request of **Ms. Cabatchete** and issued this 15th day of July, 2021 to be used for the grant under the CHED Memorandum Order No. 6. S. 2020, or the Implementing Guidelines for the Scholarship for Instructors' knowledge Advancement Program (SIKAP) Grant.

Prepared by:

Signature over Printed Name	 ROEL T. LIM, JD, MPA
Position of the Head of the Human Resource Office	AO VI/HRMO
Office /Department	HRM Office

Paid under OR#0617361
Dated: 7/14/2021