



MCD CREDIT CORPORATION

481-A P. Del Rosario Extension
Sambag I, Cebu City
Tel. Nos. 414-19-27

CERTIFICATE OF EMPLOYMENT

February 13, 2021

To Whom It May Concern:

This is to certify that Ms. Erlie Jean Mazo has been employed with MCD CREDIT CORPORATION as a Cashier doing Cashiering and accounting works from September 16, 2016 to September 18, 2020.

This certification is being issued upon her request for whatever purpose it may serve.

2/13/21
Derold Nick R. Dampios
MCD CC - HR Officer

ERLIE JEAN P. MAZO
CERTIFIED TRUE COPY

SUBSCRIBED AND SWORN TO before me
this MAR 22 2022 at ROXBOR CITY

REG. NO. 1549
PAGE NO. 3
BOOK NO. 11
DATES OF 2022

ATTY. DECYROSE P. PAPA
Public Attorney II
(Pursuant to R.A. 9406)



GENERAL PERFORMANCE EVALUATION

Employee: **ERLIE JEAN P. MAZO**
 Job Title: **Accounting Clerk**
 Employee ID: **CO916-199**
 Rating Period: **2017-2018**

Performance Evaluator: **DEROLD NICK R. DAMPIOS**
 Position: **Collection Manager/HR Officer**
 Date of Evaluation:

JOB SCOPE		RATE	REMARK/S (Optional)
1	Vouchering and filing of all expenses in an organized manner.	98	
2	Prepared breakdown of expenses monthly with strict adherence of accuracy in amount or entries and with corresponding complete official receipts attached.	97	
3	Performed daily checking of Collection list both in the computer and manual.	94	
4	Updated the total amount of collectibles per collector (per area) readily available to the management for monitoring purposes.	88	
5	Accurate encoding of Office Collection of field loan releases and Office Collections as "over-the-counter" loan payments of customers.	88	
6	Organized and timely preparation of promissory notes for employee's bond loan, emergency loan, uniforms, and others.	90	
7	Proficient and punctual in preparing and executing monthly payroll for employees.	93	
8	Timely and organized preparation of monthly payables e.g.: SSS, Philhealth, Pag-ibig, Insurance, BIR, Globe, Attorney's fee, professional fee, and others.	90	
9	Provided accessibility of DTR (Daily Time Record) supply for new and existing employees. And properly safekept their time records for the computation of the employees' monthly payroll.	90	
10	Demonstrates proper safekeeping of company's files and other important documents, and are readily accessible for management's use.	95	
11	Willingly executed other functions as mandated by the management not related to job specifications.	95	
TOTAL		1	1,018.00
AVERAGE			92.55

LEGEND: *Outstanding* *Very Satisfactory* *Satisfactory*
 Equiv. Rate 100% 90-99% 80-89.99%
Unsatisfactory *Poor*
 70-79.99% below 70%

Signature:

ERLIE JEAN P. MAZO
 Ratee

DEROLD NICK R. DAMPIOS
 Rater

ARLYN R. DAMPIOS
 Branch Manager

CERTIFIED TRUE COPY FROM THE ORIGINAL

ERLIE JEAN P. MAZO

SUBSCRIBED AND SWORN to before me this 8th day of September, 2022
 at Baybay City, Leyte, Philippines.