



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

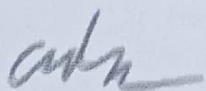
POSITION: BRANCH ADMINISTRATIVE ASSISTANT
Date: March 1, 2023 to September 15, 2023
Area of Assignment: Ormoc Branch

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 18th day of October 2023 at CEVI Head Office, Sarabia Co-Torralba Bldg., Espuelas St., Tagbilaran City Bohol, Philippines.


Alvin S. Dacoroon
Human Resource Manager