|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | --- | |  | | |  |  |  |  |  | |
|  | |  | |  |  |  |  |  | |
| **TO WHOM IT MAY CONCERN:** | | | | |  |  |  |  | |
|  | |  | |  |  |  |  |  | |
|  | THIS IS TO CERTIFY that funds are available for the salary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the | | | | | | | |
| Division of Batanes effective payroll for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. | | | | | |  |  |  | |
|  | |  | |  |  |  |  |  | |
| **No.** | | **Sta. Code** | | **Name** | **District** | **Employee No.** | **Position** | **Effective From** | |
|  | |  | |  |  |  |  |  | |
| Issued for Official purposes. | | | | |  |  |  |  | |
|  | |  | |  |  |  |  |  | |
|  | |  | |  |  | Certified by: | |  | |
|  | |  | |  |  |  | | | |
|  | |  | |  |  | Administrative Officer V | | | |
|  | |  | |  |  |  |  |  | |
|  | | Funds Available: | | |  |  |  |  | |
|  | | | | |  |  |  |  | |
| AO V-Budget Officer | | | | |  |  |  |  | |
|  | |  | |  |  |  |  |  | |
|  | |  |

Approved by:

Schools Division Superintendent