

NO NEED TO PRINT THIS FIRST PAGE.

This is a template for the Certificate of Service (COS) to be used by all project staff, consultants, Co-Investigators and Principal Investigators to facilitate the processing of honorarium and/or salary.

The next page is formatted to print on standard 8.27 x 11.69 inch paper. Please edit the signatory following the matrix of authorization below:

Contractee	Approver
Staff, Consultants, Co-Investigator	Principal Investigator
Principal Investigator/ Project Leader	If the project is implemented by NIH: Deputy Director for Research Operations If the project is implemented by the Colleges: College Dean
Other non-UPM personnel (field workers/ local enumerators, etc)	Principal Investigator

UNIVERSITY OF THE PHILIPPINES MANILA

REPS CERTIFICATE OF SERVICE

For the month of _____

NAME: _____

POSITION: _____

COLLEGE: _____

Activities other than research such as Professional, Instructions, Administrative and Extension Services and time spent for each.

I hereby certify, upon my honor that _____

Signature

APPROVED:

NOTE: Suggested statements called for in the certificate, to be **written in long hand**

"I hereby certify, upon my honor that I have rendered full service for the month of _____, 200__" except (in case of absences) in the following days, application for leave.

***Use this form if the staff is requesting for a single period (every 15th or 30th) of salary/honoraria **per payroll period.**

UNIVERSITY OF THE PHILIPPINES MANILA

REPS CERTIFICATE OF SERVICE

For the month of _____

NAME: _____

POSITION: _____

COLLEGE: _____

Activities other than research such as Professional, Instructions, Administrative and Extension Services and time spent for each.

I hereby certify, upon my honor that _____

Signature

APPROVED:

NOTE: Suggested statements called for in the certificate, to be **written in long hand**

"I hereby certify, upon my honor that I have rendered full service for the month of _____, 200__" except (in case of absences) in the following days, application for leave.

***Use this form if the staff is requesting for a multiple period of salaries/honorarium **per payroll period**. Creating one (1) COS form per month.

UNIVERSITY OF THE PHILIPPINES MANILA

REPS CERTIFICATE OF SERVICE

For the month of _____

NAME: _____

POSITION: _____

COLLEGE: _____

Activities other than research such as Professional, Instructions, Administrative and Extension Services and time spent for each.

I hereby certify, upon my honor that _____

Signature

APPROVED:

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"I hereby certify, upon my honor that I have rendered full service for the month of _____, 200__" except (in case of absences) in the following days, application for leave