

AUTHORIZATION LETTER

Date:

To Whom It May Concern:

I, **STUDENT NAME**, of legal age, a bona fide student of Green Valley College Foundation, Inc., and a UniFAST-TES grantee for the _____ Semester, Academic Year _____, hereby authorize, **REPRESENTATIVE NAME** to sign the UniFAST-TES Payroll on my behalf.

I am unable to personally appear for the payroll signing due to my work.

I hereby grant my authorized representative full authority to sign the necessary payroll documents related to my UniFAST-TES financial assistance. I understand that this authorization is valid only for the UniFAST-TES Payroll Signing for the _____ Semester, Academic Year _____.

Attached are copies of the following for verification:

- Photocopy of my valid ID/School ID
- Photocopy of the valid ID of my authorized representative

Thank you for your kind consideration.

Respectfully yours,

Student/Grantee

Signature: (students original signature)

Printed Name: **STUDENT NAME**

Authorized Representative

Signature: (representative original signature)

Printed Name: **REPRESENTATIVE NAME**



**GREEN VALLEY
COLLEGE
FOUNDATION, INC.**
KM 2, 80, 2 General Santos Drive, City of Koronadal 9506
(083)228-9722 or (083)228-4534 | www.greenvalleyph.com



ID NO.

Signature

VALIDATION:	A.Y:
REMINDERS:	
1. This card is non-transferable and is VALID ONLY for the School Year VALIDATED	
2. Must be worn within school premises	
3. It shall be surrendered upon leaving or transferring, otherwise honorable dismissal shall be withheld	
IN CASE OF EMERGENCY	
BIRTHDATE	

This is to certify that the person whose picture and signature appear herein is a duly registered student of
GREEN VALLEY COLLEGE FOUNDATION, INC.

(signature of student)

(signature of student)

(signature of student)



(signature of representative)

(signature of representative)

(signature of representative)