

Company Letterhead

Address and contact details of the company (employer)

Date: _____

Dr. _____ (Name of school/department head)

Name of college/university

Address of university

Subject: Service Record/Detailed Functions and Responsibilities of (your name)

Dear Sir/Madam:

This is to certify that (Your name), Filipino national, with passport/ID number (Your passport or ID number) is currently employed by (the name company you work for) as (your primary role in the company), since (dates covered by your employment).

Pages 2 and 3 of this document contains the duties, functions and responsibilities (DFR) of (your name), which he has satisfactorily, responsibly and dutifully undertaken so far. With this we want to have him continue rendering his services to our school and thus granting him another year's contract for the coming year. Our work/employee contracts are renewed every year, making this his fifth.

This document is being issued to him as part of the requirements he needs to submit for enrollment at the **for a relevant degree** under the **Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)**.

Any consideration extended, and privileges granted, to him/her based on the herein mentioned credentials is highly appreciated.

Kind regards,

Mr/Dr/Ms _____ (Name of the company signatory)
(Designation - eg. Managing Director)

Company seal here

Duties, Functions and Responsibilities (DFR)

(Your name here)

Primary role (Example: IT Support Teacher)

- Primary description of your role/function.
 - Other relevant descriptions of your role.
 - Other relevant descriptions.
- State some of your accomplishments and contributions to the institution here in a few sentences.

Secondary role

- Primary description of your secondary role/function.
 - Other relevant descriptions of your role.
 - Other relevant descriptions.
- State some of your accomplishments and contributions to the institution here in a few sentences in relation to your secondary function.

The examples below are based on a school IT administrator function.

• School Server Facilities

- Set-up, commissioning and maintenance of 4 Windows Servers for the following applications and network:

Academic Network	Admin Network	Security Network	Wi-Fi Network
Full function descriptions were removed.	Full function descriptions were removed.	Full function descriptions were removed.	Full function descriptions were removed.

• Internet and Wi-Fi Network System

- Details were removed. (You can create your own based on your function and role)
- Details were removed. (You can create your own based on your function and role)
- Details were removed. (You can create your own based on your function and role)
(You may add more bullet items as needed)
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• Library and Printing Facilities

- Details were removed. (You can create your own based on your function and role)
- Details were removed. (You can create your own based on your function and role)
- Details were removed. (You can create your own based on your function and role)
(You may add more bullet items as needed)

- **School ICT Network System, CEM Equipment Maintenance and Disaster Recovery**

Networks	Descriptions/Functions
Academic network	Details were removed. (You can create your own based on your function and role)
Administrative Department network	Details were removed. (You can create your own based on your function and role)
CCTV and security network	Details were removed. (You can create your own based on your function and role)
Wi-Fi network	Details were removed. (You can create your own based on your function and role)

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etails were removed. (You can create your own based on your function and role)
- **Details were removed. (You can create your own based on your function and role)**
- **Details were removed. (You can create your own based on your function and role)**
(You may add more bullet items as needed)

School Website, LMS, Database and Email system

- **Details were removed. (You can create your own based on your function and role)**
- **Details were removed. (You can create your own based on your function and role)**
- **Details were removed. (You can create your own based on your function and role)**
(You may add more bullet items as needed)

Security System

- **Details were removed. (You can create your own based on your function and role)**
- **Details were removed. (You can create your own based on your function and role)**
- **Details were removed. (You can create your own based on your function and role)**
(You may add more bullet items as needed)

Mr/Dr/Ms _____ (Name of the signatory on first page)
(Designation - eg. Managing Director)

Important: The texts in red should be edited according to the information about you. The texts in blue are samples and should be edited with information that matches your circumstances and experiences.

