TESDA-OP-CO-05-27

Rev. 00-03/08/17

LETTER OF AUTHORIZATION

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, Filipino, single/married with address at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do hereby name, constitute and appoint \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of legal age, Filipino, single/ married and with address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to be my true and lawful attorney, for me and in my name, place and stead, to perform the following acts and things, to wit:

1. To claim my Certificate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
2. To sign all documents necessary for the conduct of said transaction.

Issued on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the Certified Worker

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Representative (Signature over Printed Name)

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For TESDA use only

I hereby attest that the claimant presented the following:

Original copy of CARS

 Photocopy of ID of the certified worker

Accreditation ID of claimant (if Liaison Officer)

Photocopy ID of claimant

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TESDA PO CAC Focal person

(Signature over Printed Name)

**TESDA-OP-CO-05-F38**

**Rev.No.00-03/08/17**

**UTILIZATION REPORT ON BLANK CERTIFICATES ISSUED**

REGION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name of Form | Quantity Received | Date Received | Inclusive Serial No. | | Recipient (Province/  District) | Quantity Issued | Inclusive Serial No. | | Spoilage | | Available Balance |
| From | To | From | To | Qty | Serial  No. |
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| Prepared by: | | | Signature: | | | | | Date: | | | |
| Certified Correct: (Regional Director) | | | Signature: | | | | | Date | | | |