



Acknowledgement Receipt for Release of Last Receivables and COE

I have read and been informed about the content, requirements, and lead time of the Clearance Process of Qualfon Philippines, Inc.

Moreover, I understand that on the 3rd month after the date of my exit interview and after I have cleared my self from all accountabilities, my last pay, 2316 BIR form/ITR and certificate of employment and clearance shall be released.

Lastly, I understand that if I have questions, at any time within the lead time, regarding my last pay and or certificate of employment, I can make follow ups and call on the Human Resource Department for my concerns.

Employee's Signature: *Ian G. Valenzona*

Employee's Printed Name: IAN GILLES V. VALENZONA

Date today (Local): 02/12/2019

Documents	Date	Employee Relations
Submitted:	<u>02/12/2019</u>	
Reviewed:	_____	
OK to Process:	_____	
to HRD Manager:	_____	
to Operations:	_____	



**UNIVERSAL
FEED MILL
CORPORATION**

MAIN OFFICE ADDRESS
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North Road Consolacion
Cebu, Philippines 6001
Tel. Nos.: (63-32) 564-3831
(63-32) 564-3595
Fax No. (63-32) 564-3576

CERTIFICATION

This is to certify that **IAN GILES V. VALENZONA** was employed by Universal Feed Mill Corporation as a Production Operator from April 6, 2015 to September 14, 2015.

This certification is issued upon employee's request for his employment purposes.

Issued this 2nd day of October 2015 at Cansaga, Consolacion Cebu.


Janeth S. Bacalso
HRD Head



OXFAM

CERTIFICATE OF VOLUNTEER WORK

To Whom This May Concern :

This is to certify that **Mr. Ian Giles V. Valenzona** has served as a **MEAL Volunteer** in our Monitoring Evaluation Accountability and Learning Department from 3rd of February until the 27th of September, 2014 during the Typhoon Haiyan Response Program. Mr. Valenzona has been very active in the tasks assigned to him and had been a hard-working and devoted MEAL Volunteer.

We wish him all the best in his future endeavors.

Issued this 27th day of September, 2014 in Daanbantayan, Cebu.



ERNIE C. BACAYO
HUMAN RESOURCES ASSISTANT
Oxfam GB - North Cebu



MARY GRACE ALVARADO
HUMAN RESOURCES OFFICER
Oxfam GB - North Cebu

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