



July 22, 2019

Dear Sir/Madam:

Greetings!

We have been commissioned to conduct a Background Investigation on the person named Ruel Sibuyan Villasis for purpose of employment.

In this regard, may we respectfully request for verification of the claimed employment record as well as any derogatory record or financial accountability with your establishment.

Attached is a signed clearance from Mr./Ms. **Villasis** authorizing us to verify information provided in her Application Form. The sole purpose of this is to ensure the qualification of the person for employment. As former employer of the subject, may we request you to fill up the form below. Rest assured that your responses shall be treated with outmost confidentiality.

Date Hired	9/24/2018
Last Position Held/Hold	Trainer
Department	Operations
Date Resigned	2/28/2019
Reason for Leaving	<input checked="" type="checkbox"/> Voluntary <input type="checkbox"/> Involuntary <input type="checkbox"/> AWOL <input type="checkbox"/> Terminated
Any derogatory/ Adverse Information:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any Accountability left before leaving/ is he/she cleared:	<input checked="" type="checkbox"/> Cleared <input type="checkbox"/> Not Cleared <input type="checkbox"/> On Process
Eligible for Re-hire:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Certified by: Genny Mae S. Flores

Signature over Printed Name

Position : Recruitment Head – Human Resources

Date Signed : 7/17/2019

Thank you for your kind assistance and immediate reply.