

Annex A – Sample Self-Certification

[Department/Agency Logo]

CERTIFICATION

This is to certify that communication expenses incurred in the total amount of ₱_____ for the period covering _____ were all official in nature and necessary to the performance of official functions.

This certification is issued to support the reimbursement of said expenses.

(NAME OF AUTHORIZED OFFICIAL/EMPLOYEE)

(POSITION/DESIGNATION)

Noted by:

(NAME OF IMMEDIATE SUPERVISOR)

(POSITION/DESIGNATION)