**A**

**CERTIFICATE OF APPEARANCE**

TO WHOM IT MAY CONCERN

This is to certify that I attended to Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Of the Local Government Unit of Vinzons on \_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_a.m./p.m. when he/ she transacted business with my agency/company.

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Signature over Printed Name of

Attending Employee/Position

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In case an employee buys office supplies, said employee shall attached an authenticated copy of OR of purchases.

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