



*Republic of the Philippines*  
***House of Representatives***  
*Quezon City, Metro Manila*

CERTIFICATE OF ATTENDANCE	Payroll Period
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Employee Name	Position/Job Title	Remarks

**IF CHAIRMAN OF COMMITTEE:**


I hereby certify that the listed employees have performed their assigned official duties in my Congressional/District office during the period stated above.

Congressman/Congresswoman	Signature	Date

**REMINDERS:**

**1. For July 2019 Certificate of Attendance (COA):**

\* Two (2) original copies of the COA must be submitted to Attendance Monitoring and Discipline Section, Human Resource Management Service (AMDS-HRMS); and

\* Each Congressional Staff must submit two (2) Certified photocopies of the COA with stamped received by the AMDS-HRMS to the processor of the Recruitment Selection & Appointment Preparation Section, Human Resource Management Service (RSAPS-HRMS).

**2. For the succeeding months:** COA must be submitted to Mr. Marlon of AMDS-HRMS every last day of the month or first week of the following month. Date of signing of the House Member should not be earlier than the last day of the month.