

Annex "A" – Sample Self Certificate

[Department/Agency Logo]

**CERTIFICATION**

This is to certify that communication expenses incurred in the total amount of P\_\_\_\_\_ 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)

