



FOR:

\_\_\_\_\_  
\_\_\_\_\_

FROM:

\_\_\_\_\_  
*Manager*

RE:

**Endorsement of Financial Scholar**

Greetings in St. La Salle!

This is to formally endorse to your office Mr./Ms. \_\_\_\_\_,  
a \_\_\_\_\_ student, who has been given a 50% / 75% / 100% financial scholarship grant this \_\_\_\_\_ semester of SY  
\_\_\_\_\_. He/she has been advised to render service to your office (100 / 150 / 200 hours) to be finished within the  
semester.

Kindly submit to our office his/her performance evaluation report at the end of the semester.

Thank you very much.

cc: Scholar concerned, College/Department, File