

## OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: (053) 565-0600/Local: 1065 Email: records@vsu.edu.ph Website: www.vsu.edu.ph

## REQUEST FOR INFORMATION/RECORD

Date:	
Name of Requestor: Cueva, Shebelle A.	
Address: BRgy. Gabas, Baybay city leyte	
Contact Nos.: 09432377433 1699 E-mail address: chebelle · cuevaavsu. ed	u. ph
Proof of Identity presented: Philhealth ID No.: 12-250978698	-2
Requested Information:  Certificate of Employment  (POF) A	
Reason & intended use of requested information/document for GSIS/SSS requirement No. of copies 1	b
for GSLS/SSS Requirement "Sickness Benefit".	
Covid + a varantine Period: July 23 - Aug. 14, 2021.	
epelige. Back on Duty: Aug. 16, 2021	
Signature of Requestor/Representative	
Action on the request:	
Approved:	
DANIEL LESLIE S. TAN Vice President for Administration & Finance	
Evidence of payment: OR No Date: Amount:	
Disapproved:	
DANIEL LESLIE S. TAN	
Vice President for Administration & Finance	
Remarks/reason for disapproval:	