



**REQUEST FOR INFORMATION/RECORD**

Date: February 8, 2022

Name of Requestor: MARY GRACE P. ENAYA

Address: Pangasugan, Baybay City, Leyte

Contact Number: 09427905873

E-mail address: marygrace.perez@vsu.edu.ph

Proof of Identity: VSU ID

ID No.: V01097

**Requested Information:**

- 1 Service Records of Mary Grace P. Enaya (Previously Mary Grace C. Perez)
- 1 Authenticated copy of Diploma (Master's Degree)
- 1 Authenticated copy of TOR (up to Master's Degree)

No. of copies: 1 each

**Reason & intended use of requested information/document**

For NBC 461

  
MARY GRACE P. ENAYA

Signature of Requestor/Representative

**Action on the request:**

Approved:

**RYSAN C. GUINOCOR**

Director, ODAS and FOI Decision Maker

Evidence of payment: OR No. \_\_\_\_\_ Date: \_\_\_\_\_ Amount: \_\_\_\_\_

Disapproved:

**RYSAN C. GUINOCOR**

Director, ODAS and FOI Decision Maker

Remarks/reason for disapproval: