



REQUEST FOR INFORMATION/RECORD

Date: Dec 23, 2021

Name of Requestor: TAMBONG, ARTHUR I.
Address: Apartment No. 10, VSU, Baybay City, Leyte
Contact Number: 0956-150-4338 E-mail address: arthur.tambong@vsu.edu.ph
Proof of Identity: LTO ID No. M05-11-000331 ID No.: M05-11-000331
VSU ID NO. 000820
Requested Information:
1. Service Record - 7 copies (Noted by Pres. Tulina. Clearance of No Administrative Case - 1 copy)
2. LxWOP - 1 copy indicate last day of service. Last Appointment No. A - 1 copy
3. Certificate of Leave Credits - 1 copy
4. Certificate of Pendency/Non-Pendency - 1 copy
7. Latest Appointment - 1 copy
No. of copies: (indicated by item above)

Reason & intended use of requested information/document

Retirement effective Dec. 31, 2021

ARTHUR I. TAMBONG
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: