

## OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

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## REQUEST FOR INFORMATION/RECORD

Date: July 6, 20
Name of Requestor: HEXELSA JOY C-NUNEZ
Address: BLOCK 4 LOT IS TENTCITY, SAN ISIDRO, ORMOC CITY
Contact Number: 09476075622/VetMxd E-mail address:
Proof of Identity: PRC ID/License ID No.: 000 9810
Requested Information: CERTIFICATE OF EMPLoyMENT
No. of copies:
Reason & intended use of requested information/document  To send as one of the requirements as co-maker  for car loan
HEXELSA JOY C. NUNEZ
Name & 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: