



REQUEST FOR INFORMATION/RECORD

Date: February 4, 2022

Name of Requestor: EMILY GONZAGA

Address: Barangay, Balintawak, Escalante City, Negros Occidental

Contact Nos.: 09368092355, 09632656441

E-mail address: emilygonzaga95@gmail.com

Proof of Identity presented: PRC

ID No.: 0030209

Requested Information:

Rating of Employment/ ^{Performance} Evaluation

Reason & intended use of requested information/document

No. of copies 1

for employment

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: