



REQUEST FOR INFORMATION/RECORD

Date: 20 Dec. 2021

Name of Requestor: Jacqueline M. Guarte

Address: VSU Campus, Visca, Baybay City, Leyte

Contact Number: 09164057852

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Proof of Identity: VSU ID

ID No.: V000259

Requested Information:

1. Service Record with Leave Without Pay (LWOP) certification (2 copies)
2. Last Appointment/Notice of Salary Adjustment (2 copies)
3. Updated Service Record (3 copies)

No. of copies: As indicated above.

Reason & intended use of requested information/document

1. For GSIS retirement claim.
2. For last salary and terminal pay.
3. For last salary and terminal pay; for PAG-IBIG retirement claim.

JM Guarte
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:

