



REQUEST FOR INFORMATION/RECORD

Date: May 10, 2023

Name of Requestor: Merry Jean A. Caparas

Address: Merida, Leyte

Contact Number: _____

E-mail address: merry-caparas@vsu.edu.ph

Proof of Identity: _____

ID No.: _____

Requested Information: Service Record

No. of copies: 2

Reason & intended use of requested information/document
Attachment to recommendation for Mr. Caparas'
change of employment status from temporary to
permanent.

MERRY JEAN A. CAPARAS
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:

