

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: (053) 565-0600/Local: 1065 Email: records@vsu.edu.ph Website: www.vsu.edu.ph

REQUEST FOR INFORMATION/RECORD

Date: 12 10 14
Name of Requestor: Shan Bryan A. Berrahu
Address: 20ne 15 Barbay, leyle
Contact Nos.: 095/83/3465 E-mail address: dredavellana Byaha.com.
Proof of Identity presented: 3t/2 10 ID No.: $\frac{744 - 865 - 978 - 000}{1000}$
Requested Information:
TOR
Reason & intended use of requested information/document
No. of copies For Employment one original & two Cutified
the copy
M. B. L. Co.
MILDIZED A BERRAME
Signature of Requestor/Representative
Action on the request:
Approved:
DANIEL LESLIE S. TAN Vice President for Administration & Finance
Evidence of payment: OR No. 040 55 65 Date: Dx 9 2 Amount: 490/
Disapproved:
DANIEL LESLIE S. TAN
Vice President for Administration & Finance
Remarks/reason for disapproval: