



REQUEST FOR INFORMATION/RECORD

Date: 11 Jan. 2022

Name of Requestor: Roberto C. Guarte

Address: VSU Campus

Contact Number: 0999 172 3334

E-mail address: roberto.guarte@vsu.edu.ph

Proof of Identity: VSU ID

ID No.: V000260

Requested Information:

Accumulated vacation leave, sick leave, and
Service Credits

No. of copies: 2

Reason & intended use of requested information/document

Retirement


Signature of Requestor/Representative

Action on the request:

Approved:

RYSAN C. GUINOCOR
Director, ODAS and FOI Decision Maker

Evidence of payment: OR No. 0006144 Date: Jan 11/22 Amount: 20/-

Disapproved:

RYSAN C. GUINOCOR
Director, ODAS and FOI Decision Maker

Remarks/reason for disapproval:

