



**REQUEST FOR INFORMATION/RECORD**

Date: January 19, 2022

Name of Requestor: Joan Marie Y. Comanles

Address: Doña Feliza, Mejia, Omoc City, Leyte

Contact Number: 09196756770

E-mail address: joanmarie.comanles@vsu.edu.ph

Proof of Identity: PRC ID

ID No.: 8842

Requested Information:

Service Record

No. of copies: 2

Reason & intended use of requested information/document

Requirement for the completion of clearance (resignation)

JOAN MARIE COMANLES  
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: