



**REQUEST FOR INFORMATION/RECORD**

Date: Dec. 1, 2021

Name of Requestor: ELSIE E. SALAMAT

Address: ACRO, VSU, Visca Baybay City, Leyte

Contact Nos.: 0928 256 3474

E-mail address: elsie.salamat@vsu.edu.ph

Proof of Identity presented: PRC - ID

ID No.: 0021095

Requested Information:

Service Record

Reason & intended use of requested information/document

No. of copies

*Elsie E. Salamat*

Signature of Requestor/Representative

Action on the request:

Approved:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

Evidence of payment: OR No. 0605365 Date: Dec 1/21 Amount: 10/-

Disapproved:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

Remarks/reason for disapproval: