



REQUEST FOR INFORMATION/RECORD

Date: 2 Dec 2021

Name of Requestor: Arnulfo M. Almeroda
Address: Brgy. Guadalupe, Baybay City, Leyte
Contact Nos.: cell # 09086245026 E-mail address: Arnuel@yahoo.com
Proof of Identity presented: VSU ID ID No.: V000 33

Requested Information:
Requirements/ Supporting Documents for retirement
benefits
- SERVICE RECORD (GPIs)

Reason & intended use of requested information/document

No. of copies 4
1 Retirement requirement 1 Pag-ibig (retirement)
1 Maturity requirement
1 Last salary (VSU)

Arnulfo M. Almeroda
Signature of Requestor/Representative

Action on the request:

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Evidence of payment: OR No. 0605400 Date: 2 Dec. 2021 Amount: 40

Disapproved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Remarks/reason for disapproval:

