



**REQUEST FOR INFORMATION/RECORD**

Date: February 7, 2022

Name of Requestor: John Paul A. Vitualla

Address: Zone 21, Baybay City, Leyte

Contact Number: 09284250620 / 1022 local

Proof of Identity: TIN

E-mail address: jp.amahan@gmail.com

ID No.: 754-449-691

Requested Information:

COT and COE  
Certificate of Termination  
Certificate of Employment

No. of copies: \_\_\_\_\_

Reason & intended use of requested information/document

For BIR and Employment

  
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: