



REQUEST FOR INFORMATION/RECORD

Date: June 9, 2022

Name of Requestor: CHRISTOPHER JR. RATILLA GALGO

Address: Zone 3, Brgy. Patag, Baybay City, Leyte

Contact Nos.: +639632673532 E-mail address: chris.galgo1@gmail.com

Proof of Identity presented: VSU ID ID No.: V01183

Requested Information:

Certificate of Employment at ISRSD, VSU

Reason & intended use of requested information/document

No. of copies : 1 copy

Proof of Employment

Signature of Requestor/Representative

Action on the request:

Approved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Evidence of payment: OR No. _____ Date: _____ Amount: _____

Disapproved:

DANIEL LESLIE S. TAN

Vice President for Administration & Finance

Remarks/reason for disapproval: