



REQUEST FOR INFORMATION/RECORD

Date: 20 Dec. 2021

Name of Requestor: Roberto C. Guarte

Address: VSU Campus, Visca, Baybay City, Leyte

Contact Number: 0999 172 3334

E-mail address: roberto.guarte@vsu.edu.ph

Proof of Identity: VSU ID

ID No.: Y000260

Requested Information:

1. Service Record with Leave Without Pay (LWOP) Certification - 2 copies
2. Last Appointment/Notice of Salary Adjustment - 2 copies
3. Updated Service Record - 3 copies
4. True copy of Approved Letter for Retirement - 2 copies

No. of copies: As indicated above

Reason & intended use of requested information/document

1. For GSIS retirement claim
2. For last salary and terminal pay
3. For last salary and terminal pay; for PAG-IBIG retirement claim
4. For last salary and terminal pay

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: