



**REQUEST FOR INFORMATION/RECORD**

Date: 6/22/22

Name of Requestor: Jaime L. Lotras  
Address: Brgy. Patac, Baybay City, Leyte  
Contact Number: 0951 510 6484 E-mail address: jaimelotras@vsu.edu.ph  
Proof of Identity: VSU I.D. w/ Picture (see attached) ID No.: V00622  
Requested Information: 4 cpy- Service Record for retirement purposes  
effective August 1, 2022

No. of copies: 4 cpy

Reason & intended use of requested information/document

for retirement purposes

Potacac, Jaime L.  
Name & Signature of Requestor/Representative

**Action on the request:**

Approved:

**RYSAN C. GUINOCOR**  
Director, ODAS and FOI Decision Maker

Evidence of payment: OR No. 0614583 Date: 6/22/22 Amount: 40/-

Disapproved:

**RYSAN C. GUINOCOR**  
Director, ODAS and FOI Decision Maker

Remarks/reason for disapproval:

\_\_\_\_\_  
\_\_\_\_\_