

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES

G/F Administration Building Visca, Baybay City, Leyte, 6521-A PHILIPPINES Phone: (053) 565-0600/Local: 1065 Email: records@vsu.edu.ph Website: www.vsu.edu.ph

REQUEST FOR INFORMATION/RECORD

Date: 12 9 21
Name of Requestor: Lyka T- Artugue
Address: Cabacungan Dulag, Lente
Contact Nos.: 09309043857 E-mail address: ykg · artugue @ vsu ·edu ·
Proof of Identity presented: 11N ID ID No.: <u>171-011-103</u>
Requested Information:
COE
Reason & intended use of requested information/document No. of copies For application of motor loan
Signature of Requestor/Representative
Action on the request:
Approved:
DANIEL LESLIE S. TAN Vice President for Administration & Finance
Evidence of payment: OR No. 0405558 Date: Du 9 202 Amount: 10/
Disapproved:
DANIEL LESLIE S. TAN Vice President for Administration & Finance
Remarks/reason for disapproval: