



**REQUEST FOR INFORMATION/RECORD**

Date: 12/9/21

Name of Requestor: Lyka T. Artugue

Address: Cabacungan Dulag, Leyte

Contact Nos.: 0930904385

E-mail address: lyka.artugue@vsu.edu.ph

Proof of Identity presented: TIN ID

ID No.: 771-077-153

Requested Information:

COE

Reason & intended use of requested information/document

No. of copies

For application of motor loan

LYKA ARTUGUE  
Signature of Requestor/Representative

Action on the request:

Approved:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

Evidence of payment: OR No. 0605558 Date: Dec 9/2021 Amount: 10/-

Disapproved:

**DANIEL LESLIE S. TAN**

Vice President for Administration & Finance

Remarks/reason for disapproval: