VISAYAS STATE UNIVERSITY

OFFICE OF THE HEAD OF RECORDS AND ARCHIVES
G/F Administration Building
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REQUEST FOR INFORMATION/RECORD

Date: 02-08-2022

Name of Requestor: SHALOM GRACE C. SUGANO

Address: VSU, Baybay City, Leyte

Contact Number: 0912 265 4495 E-mail address: shalomgrace.sugano@vsu.edu.ph

Proof of Identity: ID ID No.: _____

Requested Information: Service Record of Hanzel N. Mejia

No. of copies: 1

Reason & intended use of requested information/document
To be used for NBC 461 evaluation

SHALOM GRACE C. SUGANO
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:

_____

_____