



REQUEST FOR INFORMATION/RECORD

Date: December 14, 2021

Name of Requestor: Mary Cris F. Plenas

Address: Proy. Matagpay, Hilongos, Leyte

Contact Nos.: 09295361363

E-mail address: mc.plenas@vsu.edu.ph

Proof of Identity presented: USN ID

ID No.: 401089

Requested Information:

Sanile Record

Reason & intended use of requested information/document

No. of copies

Requirement for permanency

Mary Cris F. Plenas
Signature of Requestor/Representative

Action on the request:

Approved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Evidence of payment: OR No. 0605675 Date: Dec. 14, 2021 Amount: ₱10.00

Disapproved:

DANIEL LESLIE S. TAN
Vice President for Administration & Finance

Remarks/reason for disapproval:

