



Republic of the Philippines
Office of the President
PRESIDENTIAL LEGISLATIVE LIAISON OFFICE

RECORD REQUEST FORM

OFFICE/DEPARTMENT:	NAME: (Last)	(First)	(Middle Initial)
DATE OF REQUEST:	TIME OF REQUEST:	POSITION:	

DETAILS OF REQUEST

TYPE OF DOCUMENT/S: (Please check the appropriate box)

- Certificate of Employment
- Certificate of No Pending Administrative Case
- Service Record
- Certificate of Available Leave Credits
- Certificate of Employment and Compensation
- Others

Number of Copies

Please specify: _____

PURPOSE OF REQUEST:

SIGNATURE OF REQUESTING EMPLOYEE

DETAILS OF ACTION ON REQUEST

Approved for release by:

GEMMA G. ANGELES
Supervising Administrative Officer

Received by: _____ **Date Received:** _____ **Time Received:** _____