

LEYTE NORMAL UNIVERSITY
Tacloban City
OFFICE OF THE CHIEF ADMINISTRATION OFFICER

REQUEST FOR RECORDS AND CERTIFICATION

Date: 12/11/22

TO ACCOUNTING SECTION

Request for:

- ☐ Not Take Home Pay
- ☐ Loan Remittances/Payments
- ☐ Annual Gross Income
- ☐ Others (pls. specify) _____

HRM/RECORDS OFFICE

- ☐ Service Records
- ☐ Leave Credits/Balance
- ☐ No Pending Administrative Case
- ☐ Employment Certificate
- ☐ Others (pls. specify) _____

Purpose:

- ☐ Loan ☐ DBP ☐ GSIS ☐ LBP ☐ HDMF
- ☐ Travel Abroad
- ☐ Employment
- ☐ Updates
- ☐ Others (pls. specify)

Requested by:

(Signature Over Printed Name)

Co Maker:

Approved by:

Chief Administrative Officer-Admin

Job done by: