

Republic of the Philippines
LEYTE NORMAL UNIVERSITY
Tacloban City

Date: 12/11/22

Records
Form #01

REQUEST FOR MAILING

☐ JRS ☐ PPC (Phil. Postal Corp.)

Mail to:

From:

PURPOSE / Re: Subject:

Requested by:

(Print Name & Signature)

Job done by:

Approved by:

Chief Administrative Officer-Admin

PPC: ☐ Mailing Envelope ☐ Brown Envelope ☐ Box

JRS: ☐ Registered ☐ Speed ☐ Priority ☐ International

Released by:

Released date: