

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM

Campus: Central Mindanao

PERSONNEL RECORD REQUEST FORM

For: _____ Date _____

The undersigned would like to request the following document/s:

- Certified true copy of Appointment
- Annual Salary Certifications
- Service Record
- Certification of Employment
- Others (Pls. specify)

a. _____
b. _____

Purpose: _____

Requested by: _____ Date Prepared: _____

Signature Over Printed Name

CLAIM SLIP

Name of Requestor: _____ Claimed by: _____

Date Released: _____ (Signature over Printed Name)