

**PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM**

Campus: \_\_\_\_\_

**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)

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