

PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM
MAIN CAMPUS

PERSONNEL RECORD REQUEST FORM

FOR _____ DATE _____

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

- Certified True Copy of Appointment
- Annual Salary Certification
- Service Record
- Certification of Employment
- Others (Pls. specify)

c. _____
d. _____

Purpose _____

Requested by: _____ Noted by: _____
Signature Over Printed Name Division Chief

Approved by: _____ Prepared by/Date _____
Executive Campus Director HR Personnel

CLAIM SLIP
Name of requestor _____ Claimed by: _____
Date released _____ (Signature over printed)

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