Republic of the Philippines

***HRMD Form No. 1***

***Revised 2023***

Province of Camarines Norte

**MUNICIPALITY OF VINZONS**

**REQUEST SLIP FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Last Name** | **First Name** | | **Middle Name** |
| **Position** | **Office** | | **Date of Request** |
| **Document Requested: *(Please check)***  Service Record (SR)  Certificate of Employment (CE)  Certificate of Employment and Compensation (CEC)  Certificate of Accumulated Leave Credits (CALC)  Certificate of Last Salary Received  SALN  NOSA  NOSI  Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **Purpose: *(Please check)***  For Pag-IBIG  Loans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Maturity  For Housing  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For GSIS  Claims:  Maturity  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  For Separation effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Resignation  Retirement  Transfer  End of Term  Monetization of Accumulated Leave Credits  Claim of Terminal Leave Benefits  Others, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Requested by:**  Signature over Printed Name | | **To be Filled Up by HRMO Staff:**  **Received by:**  Signature over Printed Name and Date Received | |



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