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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