

**SCHOOLS DIVISION OF BAGUIO CITY
OSDS – ADMINISTRATIVE UNIT**

OFFICE COPY

CLIENT REQUEST FORM

DATE: _____
 NAME: _____ POSITION: _____ SCHOOL: _____
 CONTACT NUMBER: _____ EMAIL ADDRESS: _____
 PLEASE CHECK: NATIONAL PAID SEF PAID RETIRED/RESIGNED SUBSTITUTE

NATURE OF BUSINESS/REQUEST/TRANSACTION (Please check appropriate box):

<u>PERSONNEL</u>	<u>PURPOSE OF REQUEST</u>
<input type="checkbox"/> Service Record	<input type="checkbox"/> Loan <input type="checkbox"/> Ranking/Assessment
<input type="checkbox"/> Certificate of Employment	<input type="checkbox"/> GSIS
<input type="checkbox"/> Certificate of Employment with Compensation	<input type="checkbox"/> Monetization
<input type="checkbox"/> Others (please specify): _____	<input type="checkbox"/> ERF/Promotion
	<input type="checkbox"/> Others (please specify): _____

FOR RELEASE:
 Pick up
(1 working day after date of request)
 Email

<u>RECORDS</u>	<u>DETAILS OF REQUEST:</u>
<input type="checkbox"/> Document: _____	_____
_____	_____

<u>CASH</u>	<u>DETAILS OF REQUEST:</u>
<input type="checkbox"/> Claim: _____	_____
_____	_____

 SIGNATURE OVER PRINTED NAME
 OF REQUESTER

<u>SUPPLY</u>	<u>DETAILS OF REQUEST:</u>
<input type="checkbox"/> Request: _____	_____
_____	_____

For **inquiries or concerns**, please reach us through the following channels: [f SDO Baguio Admin Services](#) [t Admin: 09679935410](#)
 You may also submit your application for leave of absence (form 6), return to duty and permit to study with complete attachments and duly signed through the **e-admin services** at depedpines.com.

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