



Human Resources Development Office

UP Diliman, Quezon City

REQUEST SLIP FORM

Name	
Unit / College	
Tel. no.	
Date Requested	
<input checked="" type="checkbox"/> DOCUMENT REQUESTED	
Service Record (SR)	
Certificate of Employment (CE)	
Certificate of No Pending Administrative Case (CNPAC)	
Certificate of Employment and Compensation (CEC)	
Certificate of Leave Credits (CLC)	
<input checked="" type="checkbox"/> PURPOSE	
For GSIS	
<input type="checkbox"/> Loans: <input type="checkbox"/> Salary <input type="checkbox"/> Policy <input type="checkbox"/> Others _____	
<input type="checkbox"/> Maturity of Policy / Re-Insurance	
For UP Provident Fund, Inc.	
For Pag-ibig: <input type="checkbox"/> Loan <input type="checkbox"/> Maturity <input type="checkbox"/> Others	
For Travel Abroad: Place & Date of Travel	
For PHILHEALTH	
For Housing	
For Separation: <input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Non-renewal <input type="checkbox"/> Transfer	
For Hospitalization	
For Personal Reason (Specify)	
Others:	
Requested by:	



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Others:	
Requested by:	

FOLLOW-UP SLIP

COPY FOR EMPLOYEE

Name of Employee	
Unit / College	
Date Requested	
Document Requested	CE SR CEC CLC CNPAC
TO BE FILLED UP BY HRDO STAFF	
Received by: _____	Date: _____
<small>(Name of HRDO Staff)</small>	

9818500
loc. 2565
loc. 2566
loc. 2564

FOLLOW-UP SLIP

COPY FOR EMPLOYEE

Name of Employee	
Unit / College	
Date Requested	
Document Requested	CE SR CEC CLC CNPAC
TO BE FILLED UP BY HRDO STAFF	
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<small>(Name of HRDO Staff)</small>	

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