# REQUEST SLIP FORM

**Name**

**Unit / College**

**Tel. no.**

**Date Requested**

- **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)

- **PURPOSE**
  - For GSIS
    - Loans: □ Salary □ Policy □ Others
    - Maturity of Policy / Re-Insurance
  - For UP Provident Fund, Inc.
  - For Pag-ibig: □ Loan □ Maturity □ Others
  - For Travel Abroad: Place & Date of Travel
  - For PHILHEALTH
  - For Housing
  - For Separation: □ Resignation □ Retirement □ Non-renewal □ Transfer
  - For Hospitalization
  - For Personal Reason (Specify)
  - Others:

Requested by:

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**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: ____________

(Name of HRDO Staff)