**CAREER EXECUTIVE SERVICE BOARD**

Financial and Administrative Division

Personnel Unit

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| **REQUEST SLIP** |
| **FOR EMPLOYEE** |
| Name and Signature |  |
| Position |  |
| Division |  |
| Date of Request |  |
| Document/s Requested[[1]](#footnote-2) | * BIR Form 2316
* Certificate of Employment
* Certificate of Employment and Compensation
* Certificate of Experience
* Certificate of Last Salary
* Certificate of Leave Credits
* Certificate of Leave without Pay
* Certificate of No Pending Case
* Certified True Copy of Appointment Papers
* Notice of Salary Adjustment
* Office Order/s on Designation
* Payslip
* Service Records
* Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| Purpose/Nature of Request |  |
| **FOR PERSONNEL UNIT** |
| Name |  |
| Position |  |
| Date Accomplished |  |
| Remark/s |  |
| **SERVICE SATISFACTION SURVEY** |
| Remarks/Comments |  |

1. **For Personnel Unit: Document/s requested must be scanned and kept in employee’s 201 File for reference.** [↑](#footnote-ref-2)