**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)