



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

PERSONNEL SERVICES REQUISITION FORM

Note: For online request, kindly send the duly accomplished form to DTS through your Administrative Officer.

Name: (Mr./Mrs./Ms.) _____
Position Title: _____ **Date requested:** _____
School: _____ **Contact number:** _____
DepEd email address: _____

This simple transaction is expected to be completed within 3 working days as per RA 11032, but we'll process it as soon as possible based on request volume.

I. Request for certifications:

Certificate of Employment
 With compensation
 Without compensation
 Certificate of leave of absence
 Certificate of leave balance
 Service Record
 Others (please specify) : _____

Type of request:
 Hard copy
 Scanned copy (to be sent to DepEd email)

II. Request for documents in the 201 file:

Document / Record Title: _____

Type of request: Hard copy Scanned copy (to be sent to DepEd email)

Note: Please don't leave this blank.

Purpose of request: _____

<p>Requested by:</p> <p>_____</p> <p><i>(Signature over printed name)</i></p> <p>_____</p> <p><i>(Position Title)</i></p> <p><small>(Please provide original and 1 photocopy of valid ID together with authorization letter, if the requesting party is authorized person only)</small></p>	<p>Received by: (Records Section)</p> <p>_____</p> <p><i>(Signature over printed name)</i></p> <p>_____</p> <p><i>(Date and Time)</i></p>
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<p>Processed by: (Personnel Services Unit)</p> <p>_____</p> <p><i>(Signature over printed name)</i></p> <p>_____</p> <p><i>(Date and Time)</i></p>	<p>Forwarded to: (Administrative Office Proper)</p> <p>_____</p> <p><i>(Signature over printed name)</i></p> <p>_____</p> <p><i>(Date and Time)</i></p>	<p>Released by: (Records Section)</p> <p>_____</p> <p><i>(Signature over printed name)</i></p> <p>_____</p> <p><i>(Date and Time)</i></p>
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