

Republic of the Philippines
CIVIL SERVICE COMMISSION
Constitution Hills, Batasan Pambansa Complex, Diliman 1126 Quezon City
Office for Legal Affairs
Contact Nos. : 951-2630 and 951-2625 Fax No. : 931-8016
Record Section: 931-7935 and 931-7939 Loc. 406

Request Record Form

Case Title: _____

Subject/Nature of Case: _____

Requested by: _____

Date of Request: _____

NOTE: Claim within five (5) working days.

Received by: _____

Date: _____

Order of Payment

Certified True Copies of CSC Resolution/Decision/Authenticated Copies of Documents/Records (P10.00/page)

Total No. of pages acquired: _____

No. of Copies Requested: _____

Total Amount: _____

Verified by:

OLA Records Division Personnel/Date

To be filled up by the CSC Cashier

Name of Payee: _____

O.R. No.: _____

Date: _____

Issued by: _____