

 Quezon City Government City Personnel Office	Date: _____
	Time: _____

 Quezon City Government City Personnel Office	Date: _____
	Time: _____

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It is our desire to provide the best service possible to our clientele. We, thus, request you to fill up this form for every transaction made to enable us to improve our services.

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REQUEST FORM

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Name: _____ Office: _____
(in print, please)
 Position or Designation: _____
 Status of Employment: _____ Signature: _____

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(in print, please)
 Position or Designation: _____
 Status of Employment: _____ Signature: _____

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(in print, please)
 Position or Designation: _____
 Status of Employment: _____ Signature: _____

DOCUMENT/ SERVICE REQUESTED:

DOCUMENT/ SERVICE REQUESTED:

DOCUMENT/ SERVICE REQUESTED:

- Service Record
- Certification of Employment
- Certification of Employment and Compensation
- Certification as to Leave Credits
- Copy of _____

- Service Record
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- Certification of Employment and Compensation
- Certification as to Leave Credits
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PURPOSE/ REASON:

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- GSIS requirement
- PAG-IBIG
- Philhealth requirement
- VISA application
- For employment
- Hospitalization
- Others: _____

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IF REQUESTED THRU/BY REPRESENTATIVE (if applicable)


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IF REQUESTED THRU/BY REPRESENTATIVE (if applicable)


- Indicate signature of authorized representative over printed name.
 - Submit authorization letter from owner of documents/ services requested.
 - Submit copy of valid ID's of owner of document and of authorized representative.
- _____
(Signature of authorized representative over printed name)

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 Quezon City Government Human Resource Management Department	Date: _____
	Time: _____

 Quezon City Government City Personnel Office	Date: _____
	Time: _____

 Quezon City Government City Personnel Office	Date: _____
	Time: _____

FEEDBACK / CLAIM STUB

FEEDBACK / CLAIM STUB

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DOCUMENT / SERVICE REQUESTED: _____ Contact # 988-4242 loc. 8500

 NAME AUTHORIZED REPRESENTATIVE

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 NAME AUTHORIZED REPRESENTATIVE

PLEASE DROP IN SUGGESTION BOX AFTER YOUR TRANSACTION

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HOW WERE YOU TREATED/ ASS B TED? SUGGESTIONS/COMMENTS/ OBSERVATION:

Courtesy Satisfactorily _____

Promptly Others: _____

HOW WERE YOU TREATED/ ASS B TED? SUGGESTIONS/COMMENTS/ OBSERVATION:

Courtesy Satisfactorily _____

Promptly Others: _____

HOW WERE YOU TREATED/ ASS B TED? SUGGESTIONS/COMMENTS/ OBSERVATION:

Courtesy Satisfactorily _____

Promptly Others: _____

Thank you for your cooperation!

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Thank you for your cooperation!