 Tarlac State University

Anti-Red Tape Unit

**Document Request Form**

Control No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client/Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office/Unit/College/Visitor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MS Teams Email Address*:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel/Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Document(s) Request:

Copy of Citizen’s Charter

Time and Motion Study Reports

Zero Backlog Reports

Others

Type of Document(s):

Hard Copy; Qty: \_\_\_\_

Soft Copy

Purpose(s):

Requested by: Noted by: (for TSU personnel only)

Client/Requestor Immediate Supervisor

Action taken: *(to be filled up by ARTU)*

Received by:

ARTU Staff/Data Controller

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