

DSWD-GF-010A | REV 00 / 22 SEP 2023



DSWD-GF-010A | REV 00 | 22 SEP 2023

Department of Social Welfare and Development	Department of Social Welfare and Development Field Office 3 - Central Luzon
Field Office 3 - Central Luzon BACONC PILIPINAS DOCUMENT REQUEST FORM	DOCUMENT REQUEST FORM
Date	Date
The,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, ,, , ,, , , , , , , , , , , , , , , , , , , ,	The,,,,,,,, DSWD – Field Office III
May I request for issuance of: Service Record Certificate of Employment Certificate of Leave Without Pay Certificate of Leave Credits Duly Accomplished Office Clearance Certificate Form Others (please specify):	May I request for issuance of: Service Record Certificate of Employment Certificate of Leave Without Pay Certificate of Leave Credits Duly Accomplished Office Clearance Certificate Form Others (please specify):
Employment Status: Permanent/Contractual/Casual Current Contract of Service Worker	Employment Status: Permanent/Contractual/Casual Current Permanent/Contractual/Casual Separated Contract of Service Worker
Additional Information (if requested): Salary/Cost of Service Service/Contract Gaps (if any) Others (please specify):	Additional Information (if requested): Salary/Cost of Service Service/Contract Gaps (if any) Others (please specify):
Purpose: Contact no Email Add: Mode of receipt:	Purpose:
Office Signature over printed name	Office Signature over printed name
DSWD Field Office III , Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143	DSWD Field Office III, Government Center, Maimpis, City of San Fernando, Pampanga, 2000 Philippines Website: www.fo3.dswd.gov.ph Tel Nos.: (045) 961-2143

