



CTC NO. \_\_\_\_\_

Constitution Hills, Batasan Pambansa Complex, Diliman, 1126 Quezon City  
Office for Legal Affairs  
Contact Nos. (8) 951-2630 and (8) 951-2625; Fax No. (8) 931-8016  
Record Section: (8) 931-7935 and (8) 931-7939 Loc. 406

### Request Record with Certified True Copy Form

Case Title: \_\_\_\_\_

Subject/Nature of Case: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Receiving O.D.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Acted Upon: \_\_\_\_\_

**NOTE: Claim within three (3) working days.**

Received by and Date Received: \_\_\_\_\_

### Order of Payment

[Certified True Copies of CSC Resolutions/Decision/Authenticated Copies of Documents/Records  
(P10.00/page); (P3.00/page for Photocopies only)]

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: \_\_\_\_\_

Bawat Kawani, Lingkod Bayani