



Republic of the Philippines  
**OFFICE OF THE CITY VICE MAYOR**  
**OFFICE OF THE SANGGUNIANG PANLUNGSOD**  
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## RECORDS AND DOCUMENTS REQUEST FORM

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Ordinance: \_\_\_\_\_ No. of Pages: \_\_\_\_\_

Title of Ordinance: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resolution: \_\_\_\_\_ No. of Pages: \_\_\_\_\_

Title of Resolution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Others (Please specify): \_\_\_\_\_ No. of Pages: \_\_\_\_\_

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

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

Date Requested: \_\_\_\_\_

Purpose:

Approved by: **VM WINDELL D. CHUA/SP SEC. GLADYS R. LAGURA**

Date Approved: \_\_\_\_\_

Approval Signature:

**Payment form for Secretary's Fees (Chapter IV, Article A, Section 4A.01 of Ordinance No. 3SP 2014-05)**

Amount Paid: Php

OR No.

Date paid:

Collecting Officer