



MABALACAT CITY COLLEGE

PERSONNEL REQUEST FORM (COS & JO)

Name of Personnel _____ Date _____
Position _____ Sex Female Male

Details of Request

Please check

- Certificate of Employment (COE)
- Service Record
- Payslip (Indicate cut-off/month) _____
- Others (please specify) _____

Purpose: _____

Signature Over Printed Name of Personnel

Recommendation

- Approved
- Disapproved _____

HAPPY S. PELAYO
Vice President for Administration

Processed by: _____ Date _____
Name & Signature

Received by: _____ Date _____
Name & Signature

Start Here,
Be Successful *Anywhere!*

mcc.edu.ph | Info@mcc.edu.ph
(045) 049 8720

MC-HR Form No. 17-A



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