**DOCUMENT REQUEST FORM**

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| **CONDITIONS AND REMINDERS** |

1. Request form is available at the Office of SAS – Research, Accreditation and Records Unit and can be downloaded from TSU website.
2. Please allow 2 to 3 working days to process the requested document.
3. Requested document will be prepared and will be released in the format requested.

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| **REQUESTER** |

Name of Requester:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/Office:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Requested:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Request

* Online Request
	+ Offline Request

Format of Document

* Soft Copy
* Printed Copy

Reason for this request

* AACCUP – Accreditation
* ISA – Accreditation
* Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENT(s) REQUESTING**

*\*Please list the requested document(s) below:*

*\*Please use extra sheets if needed*

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| **Item No.** | **Title of Documents** | **Remarks** *(This portion is for RAR unit head only)* |
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*Note: For the release of sensitive and confidential records, please have this document signed by the Data Privacy Officer.*

Recommendation of the RAR Unit Head:

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| Unit Head | Date | Data Privacy Officer | Date |

**CONFORMED:**

 I have read and understood all the conditions and reminders in connection with this request to comply with them.

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 Signature over Printed Name Date

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| Form No. TSU-RAR -SF-01 | Revision No. 02 | Effectivity Date: April 4, 2023 | Page 1 of 1 |

 (e-signature if online)