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| **TARLAC STATE UNIVERSITY****RECORDS AND ARCHIVES UNIT** **Control Number****CUSTOMER COMMUNICATION FORM****(Internal and External)****To be accomplished by Customer:****Name/Signature:** **College/Office:** **Date/Time/Contact No.:**  |
|  **Request/ Inquiry Certificate of Appearance Complaints Comments Others** |
| **To be filled up by RAU Staff****Action Taken:** **NAME/SIGNATURE, RAU STAFF** **Date/Time** |
| **Approved:**  **Head, Records & Archives Unit** |

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| **Form No.: TSU-RAU-SF-08 Revision No.: 02 Effectivity Date: July 12, 2023 Page 1 of 1** |

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| **TARLAC STATE UNIVERSITY****RECORDS AND ARCHIVES UNIT** **Control Number****CUSTOMER COMMUNICATION FORM****(Internal and External)****To be accomplished by Customer:****Customer/Agency/Signature:** **Date/Time/Contact No.:** **Address:**  |
|  **Request/ Inquiry Certificate of Appearance Complaints Comments Others** |
| **To be filled up by RAU Staff****Action Taken:** **NAME/SIGNATURE, RAU STAFF** **Date/Time** |
| **Approved:**  **Head, Records & Archives Unit** |

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| **Form No.: TSU-RAU-SF-08 Revision No.: 02 Effectivity Date: July 12, 2023 Page 1 of 1** |