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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** |