

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

COPY OF RPSU

Division: _____
District: _____
School: _____

DATE: _____

The Regional Director
DEPARTMENT OF EDUCATION
Region III
Government Center, Maimpis, City of San Fernando (P)

Attention: REGIONAL PAYROLL SERVICES

REQUEST FOR: (Please Check)

- STOPPAGE
- DEDUCTIONS
- CORRECTION/ ADJUSTMENT
- ADDITION DEPENDENT/ TAX UPDATE
- CHANGE STATUS
- CERTIFICATE OF LAST PAYMENT

Effectivity: _____
Effectivity: _____
Effectivity: _____
Effectivity: _____
Effectivity: _____

DIVISION CODE: _____
STATION CODE: _____
EMPLOYEE NO.: _____
EMPLOYEE NAME: _____

SIGNATURE: _____

DEDUCTION CODE	DEDUCTION NAME	POLICY NUMBER	AMOUNT

Attached herewith are:

For deduction:

- Photocopy of current payslip
- Correspondence stating adjustment/ correction of deduction entry/ies from GPI's/PLI's

For stoppage loans/insurance/s:

- Photocopy of current payslip
- Stoppage Letter from insurance company
- Stoppage Form from GPI's/PLI's/ Certificate of full payment of loan

For corrections/ adjustments /change status/tax update:

- Photocopy of current payslip
- BIR Form 2305 / Birth Certificate of the dependent
- Copy of Marriage Contract/ Letter Request endorsed by Division Office

Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III

COPY FOR PFI's/PLI's

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School: _____

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