DEPARTMENT OF EDUCATION Payroll Service Unit

Government Center, Brgy. Maimpis City of San Fernando, Pampanga

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REQUEST FOR: (Please cl	heck one)					
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STATION CODE: EMPLOYEE NUMBER:						
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Attached herewith are: For corrections/adjustment	ç.					
_	ocopy of current payslip.			CERTIFIED	BALANCE FULLY PAID:	
O correspondence stating adjustments/correction of deduction entry/ies from PFI						
O two (2) copies	s of accomplished form per deduction code	е		,		
For stoppage of insurance/s						
${\sf O}$ certified photocopy of current payslip. ${\sf O}$ two (2) copies of accomplished form per deduction code						
For stoppage of loans: (should be completed)			KRISTINE JOY P. DALUZ-QUEZADA			
O certified photocopy of current payslip.						
O signed letter of	of certification from lending institution sta	ting full payme	ent or over o	deduction of loan.		
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For stoppage of insurance/s						
•	ocopy of current payslip.	_				
O two (2) copies of accomplished form per deduction code For stoppage of loans: (should be completed)				KRISTINE JOY P. DALUZ-QUEZADA Division Accountant		
O certified photocopy of current payslip.						

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 ${\sf O}$ signed letter of certification from lending institution stating full payment or over deduction of loan.