

DEPARTMENT OF EDUCATION
Payroll Service Unit
Government Center, Brgy. Maimpis
City of San Fernando, Pampanga

COPY FOR PSU

Date: _____

REQUEST FOR: (Please check one)

- STOPPAGE**
- DEDUCTION**
- CONRRECTION / ADJUSTMENT**

EFFECTIVITY: _____
EFFECTIVITY: _____
EFFECTIVITY: _____

DIVISION CODE: _____
STATION CODE: _____
EMPLOYEE NUMBER: _____
EMPLOYEE NAME: _____

SIGNATURE: _____

*** comply attachments

*** only the deduction code per for please

DEDUCTION CODE	DEDUCTION NAME	POLICY NUMBER	AMOUNT

Attached herewith are:

For corrections/adjustments:

- certified photocopy of current payslip.
- correspondence stating adjustments/correction of deduction entry/ies from PFI's/PLI's (DEDUCTED FROM LOAN RENEWAL)
- two (2) copies of accomplished form per deduction code

For stoppage of insurance/s:

- certified photocopy of current payslip.
- two (2) copies of accomplished form per deduction code

For stoppage of loans: (should be completed)

- certified photocopy of current payslip.
- signed letter of certification from lending institution stating full payment or over deduction of loan.

CERTIFIED BALANCE FULLY PAID:
PLI's (DEDUCTED FROM LOAN RENEWAL)

KRISTINE JOY P. DALUZ-QUEZADA
Division Accountant

DEPARTMENT OF EDUCATION
Payroll Service Unit
Government Center, Brgy. Maimpis
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