

Application Form

(Date)

FOR : Director, Finance Service
Camp Crame, Quezon City
(Attn: C, Salary Assignment e)

SUBJECT: : Salary Assignment

Request that the amount of _____ (P _____)
be assigned to _____ my _____ presently
(Name of Assignee) (Relation to Assignor)
residing at _____ starting
(Address) (Contact Nr of the Assignee)
_____ and monthly thereafter until a request in writing for its discontinuance
is submitted to Finance Service.

It is understood that I will immediately notify the Director, Finance Service thru Salary
Assignment Section of any changes in my status and/or assignment including the address and
contact number of the Assignee from time to time.

The following are three (3) specimen signature of the Assignee:

a. _____ b. _____ c. _____

1. The reason(s) for assigning a portion of my salary to my assignee is/are as
follows: _____

2. I further certify that the foregoing is true and correct.

(Signature over Printed Name)

Unit Code _____
Account No. _____

.....
1st Indorsement

Date: _____

Respectfully forwarded to the Director, Finance Service through the Chief, RFSOs the
application for Salary Assignment of _____ in favor of
(Name of Assignor)

(Name of Assignee) (Relationship to Assignor)

I hereby certify that I have processed the application and verified that the Assignee is the
legal wife/dependent of the Assignor.

(Name & Signature of Chief of Office)
Unit/Station: _____

Supporting Documents:

1. Authenticated photo copy of Latest Payslip
2. Photo copy of PNP ID (back-to-back)
3. Marriage Contract (NSO copy)
4. Birth Certificate (NSO copy)
5. Photo copy of ID of Assignee
6. Indorsement from C, RFSOs
7. Copy of STI 1 or photocopy of LBP ATM Account of Assignee

(Product type of account must be 333- for 18y/o & above & 332 for 17 y/o & below)
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