

# Salary Assignment Application Form

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

\_\_\_\_\_  
(Date)

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 No. 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, PNP 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/Station: \_\_\_\_\_  
PNP Account No. \_\_\_\_\_

.....  
**1<sup>st</sup> Indorsement**

Date: \_\_\_\_\_

Respectfully forwarded to the Director, PNP Finance Service through the Chief, RFUs/FSUs the application for Salary Assignment of \_\_\_\_\_  
(Name of Assignor)

in favor of \_\_\_\_\_,  
(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. Printed copy of Latest Payslip
2. Photo copy of PNP ID (back-to-back)
3. Marriage Contract (PSA copy)
4. Birth Certificate (PSA copy)
5. Affidavit of Undertaking (if the assignee is other than dependent/s)
6. Photo copy of ID of Assignee
7. Indorsement from C, RFUs/Chief of Office
8. Copy of STI 1 or photocopy of LBP ATM Account of Assignee (LOI with waiver form shall be provided by the Chief, RFUs with the Product type account of 333- for 18y/o & above & 332 for 17 y/o & below)