





Republic of the Philippines  
**Department of Education**  
 REGION I

Administrative Division  
 Regional Payroll Services Unit

## EMPLOYEE'S REQUEST SHEET

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

STATION: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DIVISION: \_\_\_\_\_

Please effect the following request(s) from my monthly salary for the month of

\_\_\_\_\_.

GSIS BP NUMBER - \_\_\_\_\_

### NATURE OF REQUESTS

ACCOUNT

AMOUNT

PERIOD OF COLLECTION

DEDUCT

ADJUST

STOP (PLEASE INDICATE REASON/S FOR STOPPAGE – REASON/S MUST BE VALID)

OTHERS

\_\_\_\_\_  
 (SIGNATURE OVER PRINTED NAME OF EMPLOYEE)

**Note: Please accomplish this Form and submit to the Regional Payroll Services Unit (RPSU), Administrative Division, Department of Education, Regional Office I, City of San Fernando, La Union on or before the 4th day of the Payroll Month.**



Flores St., Catbangan, City of San Fernando, La Union

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