

RPSU PAID PERSONNEL REQUEST SHEET FOR MASTERFILE UPDATES

DATE: _____

The Chief

Regional Payroll Services Unit
Department of Education-Regional Office VI
Duran St., Iloilo City

Dear Sir/Madam:

Please effect the following changes in my personal data in the payroll file

NATURE OF REQUESTS:

1. Change of Name -

From

To

Reason for Change of name _____ (please check on the blank and box provided)

Due to Marriage: _____

Marriage Contract attached

Special Order attached

Correction: _____

Special Order attached

2. Change of Personal Exemption

From

To

Marriage Contract

Birth Certificate for each

dependent child

BIR FORM 2305/1905

stamped received by BIR

3. Other data needed in my payroll file: (note: must be filled up by requester)

Date of Birth _____

GSIS Policy No. _____

(attached photocopy of policy contract)

TIN No. _____

Very truly yours,

(Signature over printed name)

Employee No. _____

Division Code: _____

Station Code: _____

Contact No.: _____