

Date:_____

Dir. Margaret C.Ching
Director IV
Personnel Department

Dear Director Ching,

I hereby authorize RECEMPCO thru its representative, Mrs. Loren Grace Aban-Tismo/Mr. Ralph Joseph Hingco, to secure the following data, which will be used in the Credit Analysis of myloan/membership, towit;

MONTHLY SALARY

DEDUCTIONS:

RECEMPCO

GSIS LOAN

CEDCI

PROVIDENT FUND

PAGIBIG LOAN

OTHER DEDUCTION/S

Total

NET TAKE HOME PAY

PAYROLL

Php_____

Php_____

Php_____

Php_____

Php_____

Php_____

Php_____

Php_____

Filledup by:_____Date:_____

(Signature over the printed name of Personnel In-charge)

LEAVECREDITS: (Kindly fill-up detailed leave type)

TYPE OF LEAVE	NO. OF DAYS
VACATION LEAVE	
SICK LEAVE	
TOTAL	

Filledup by:_____Date:_____

(Signature overthe printed name of Personnel In-charge)

Kindly supply the needed data above and return the same toRECEMPCO.

Thank you very much.

Signature over Printed Name

Last Name:_____

First Name:_____

Middle Name:_____

Gender: _____

Position:_____

Contact No.:_____

Status of Employment:_____

Department/Station:_____

Province:_____

Region:_____

Date Of Employment (month/day/year):_____

FB Messenger:_____

TO BE ACCOMPLISHED BY RECEMPCO STAFF

- ☐ LOANS
- ☐ TAKE HOME
- ☐ CERT. OF NO PENDING CASE
- ☐ MEMBERSHIP
- ☐ LEAVE CREDITS