



# RECEMPC

Regional and Central COMELEC Employees Multi-Purpose Cooperative



(CDA Ref. No. 9520-08006867 2<sup>ND</sup> FLOOR COMELEC BLDG, NEW BUS TERMINAL COMPOUND, TACLOBAN CITY

***“Building the future through cooperation”***

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 my loan/membership, towit;

## PAYROLL

**MONTHLY SALARY**

Php \_\_\_\_\_

**DEDUCTIONS:**

RECEMPCO	Php _____
GSIS LOAN	Php _____
CEDCI	Php _____
PROVIDENT FUND	Php _____
PAGIBIG LOAN	Php _____
OTHER DEDUCTION/S	Php _____

Total Php \_\_\_\_\_

**NET TAKE HOME PAY**

Php \_\_\_\_\_

Filledup by: \_\_\_\_\_ Date: \_\_\_\_\_

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

**LEAVE CREDITS: (Kindly fill-up detailed leave type)**

TYPE OF LEAVE	NO. OF DAYS
VACATION LEAVE	
SICK LEAVE	
<b>TOTAL</b>	

Filledup by: \_\_\_\_\_ Date: \_\_\_\_\_

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

Kindly supply the needed data above and return the same to RECEMPCO.

Thank you very much.

\_\_\_\_\_  
**Signature over Printed Name**

Last Name: \_\_\_\_\_

Status of Employment: \_\_\_\_\_

First Name: \_\_\_\_\_

Department (for Main office): \_\_\_\_\_

Middle Name: \_\_\_\_\_

Station (for Field Office): \_\_\_\_\_

Gender: \_\_\_\_\_

Province (for Field Office): \_\_\_\_\_

Position: \_\_\_\_\_

Region (for Field Office): \_\_\_\_\_

Contact No.: \_\_\_\_\_

Date Of Employment (month/day/year): \_\_\_\_\_

Email Address: \_\_\_\_\_

FB Messenger: \_\_\_\_\_

TO BE ACCOMPLISHED BY RECEMPCO STAFF

LOANS

TAKE HOME

CERT. OF NO PENDING CASE

MEMBERSHIP

LEAVE CREDITS