

“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 / Mrs. Lovely Salonga, to secure the following data, which will be used in the Credit Analysis of my loan/membership, to wit;

MONTHLY SALARY

DEDUCTIONS:

RECEMPCO

CEDCI

OTHER DEDUCTION/S

Total

PAYROLL

Php _____

Php _____

Php _____

Php _____

Php _____

NET TAKE HOME PAY

Php _____

Filled up 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	

Filled up 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: _____

First Name: _____

Middle Name: _____

Gender: _____

Position: _____

Contact No.: _____

Email Address: _____

Status of Employment: _____

Department (For Main Office): _____

Station (For Field Office): _____

Province (For Field Office): _____

Region (For Field Office): _____

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