

_____ Date

FOR : Chief, Finance Service Office
BJMP National Headquarters
(Attn: Chief, EDP Section)

SUBJECT : Salary Assignment

Respectfully request that the amount of _____ (P _____) be assigned to _____ my _____ presently residing at _____ (Name of Assignee) (Relationship to Assignor) starting _____ and monthly thereafter until a request in writing for its discontinuance is submitted to Finance Service Office-National Headquarters (FSO-NHQ).

It is understood that I will immediately notify the Chief, Finance Service Office thru the Chief, EDP Section of any changes in my status and/or assignment including the address and contact number of the assignee from time to time.

The following are three (3) specimen signatures of the assignee:

a. _____ b. _____ c. _____

1. The reason(s) for assigning a portion of my salary to my assignee is/are as follows:

2. I further certify that the foregoing is true and correct.

(Signature over Printed Name)
Region of Assignment: _____
Account Number: _____

Certification

_____ Date

Respectfully forwarded to the Chief, Finance Service Office-National Headquarters, 144 Mindanao Avenue, Quezon City, the application for Salary Assignment of _____ (Name of Assignor) in favor of _____ (Name of Assignee), _____ (Relationship to Assignor).

We certify that we have processed the application and verified that assignor is a bonafide member of the BJMP; that the assignee is a legal dependent of the assignor; that the assignor has the capacity to provide for the amount requested; and that the assignor truthfully and willfully executed this request.

(Name and Signature) (Name and Signature) (Name and Signature)
PRMD DO LSO

Supporting Documents:

- 1. Authenticated Copy of Latest Payslip; 2. Photocopy of BJMP ID (Back-to-back); 3. Marriage Contract (NSO Copy); 4. Birth Certificate (NSO Copy); 5. Photocopy of ID of the Assignee

Validation

_____ Date

The request for Salary Assignment/Class "E" of _____ in favor of _____, in the amount of _____ (P _____) every month is hereby APPROVED/DISAPPROVED. (if disapprove, write the reason(s))

Name and Signature
Chief, FSO