

# RPSU PAID PERSONNEL REQUEST SHEET FOR MASTERFILE UPDATES

Date: \_\_\_\_\_

The Chief  
Regional Payroll Services Unit  
Department of Education  
Duran St., Iloilo City

Dear Sir/Madam,

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

## NATURE OF REQUEST:

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

FORM E

Correction: \_\_\_\_\_

Special Order Attached

2. Change of Personal Exemption From: \_\_\_\_\_ To: \_\_\_\_\_

Marriage Contract

Birth Certificate for each dependent child

BIR Form 2305/1902 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. \_\_\_\_\_

TIN No. \_\_\_\_\_ (attached photocopy of policy contract)

Very truly yours,

\_\_\_\_\_  
(Signature over printed name)

Division Code: \_\_\_\_\_

Station Code: \_\_\_\_\_

Employee No.: \_\_\_\_\_

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