

AUTHORIZATION FOR PAYROLL DEDUCTION

_____ 20_____

THIS IS TO AUTHORIZE the Central Accounting Office to deduct from my pay
the amount of _____

_____ PESOS (P _____)

in lump sum, effective (paydate) _____

in installments of _____ PESOS (P _____)

for _____ successive weekly/semi-monthly installments

beginning (paydate) _____ and ending (paydate) _____

= initial installment: P _____

= succeeding _____ installments: P _____

as _____

subject to the following conditions: _____

NOTED:

Name/Position Title

Distribution:
Central Accounting Office
Personnel Office
Employee

Signature of Employee

Employee's Name in Print

Position Title/Rank

Unit/Dept.