Request Form (DSWD-FMS-AD No. 1)

REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**Financial Management Service – Accounting Division**

**Reference No.** year-mm-xxx

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

**REQUEST form FOR VARIOUS accounting certifications**

**Customer Information**

|  |
| --- |
| Name : Ms / Mrs / Mr:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Employee MOA/JO worker Former Employee  Contact No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office/Bureau/Service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E-mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Service Information**

|  |  |
| --- | --- |
| 1. **For Current/ Former Employee**   Request issuance of Certification for:  Last Salary Processed  Pag-IBIG Contributions and Remittances  Pag-IBIG Loan Amortizations Withheld and Remittances  Philhealth Contributions and Remittances  GSIS Contributions and Remittances  GSIS Loan Amortizations Withheld and Remittances  Others:  Latest BIR Form No. 2316 | 1. **For Current/ Former MOA/JO worker**   Request issuance of Certification for:  Last Cost of Service (CoS) Processed  Others:  Photocopy of Statement of Income Actually Received  Photocopy of BIR Form No. 2307/2306  Certified True Copy of BIR Form No. 1604-E  Period Covered (please specify) : \_\_\_\_\_\_\_\_\_\_\_\_ |

REPUBLIC OF THE PHILIPPINES

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT**

**Financial Management Service – Accounting Division**

Claim Stub (DSWD-FMS-AD No. 1)

**Reference No.** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Name of Requesting Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Expected Date of Release :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expected Time of Release :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Look for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Contact No.: (02) 951-7110 or (02) 931-8101 to 07 local 222 |