



# REQUEST FORM

Date & Time

**Director/Officer-In-Charge**  
Financial Management Service  
Office

Dear Sir/Ma'am:

I, \_\_\_\_\_, would like to request the following:

- Certificate of Compensation
- Certificate of Last Salary
- GSIS Records of Payments
- Certificate of Remittance of
- Form 2316 – Certificate of Compensation Payment/Tax Withheld
- Others

or Adjustment of my salary deduction for:

- GSIS Consolidated (Conso Loan) /Policy Loan
- Pag-IBIG Loan
- Others

Reason/Purpose/Remarks:

\_\_\_\_\_  
Signature

**ACTION TAKEN (for FMS use only)**

Remarks  
**(Requestee)**

Date & Time

Received by: \_\_\_\_\_

Date & Time Received: \_\_\_\_\_