## REQUEST FORM

Date \& Time

## Director/Officer-In-Charge <br> Financial Management Service <br> Office

Dear Sir/Ma'am:
I, $\square$ , would like to request the following:

Certificate of Compensation
Certificate of Last Salary
$\square$
$\square$
Form 2316 - Certificate of Compensation Payment/Tax Withheld
Others $\square$
or Adjustment of my salary deduction for:
GSIS Consolidated (Conso Loan) /Policy Loan
$\square$

Reason/Purpose/Remarks: $\square$

Signature

## ACTION TAKEN (for FMS use only)

$\square$ Date \& Time $\square$
(Requestee)
Received by: $\qquad$
Date \& Time Received: $\qquad$

The Office of the Solicitor General (OSG ) collects some of your personal data when you transact with its employees and authorized representatives . The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s. In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

