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

**JANICE B. SOLAYAO**

*Branch Manager*

Development Bank of the Philippines

Catarman, Northern Samar

Sir/Madam:

This is to request for the attached name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  SubstituteTeacher I to be included in the ATM Payroll System thru your bank. Please furnish her/him with signature card and other requirement necessary for your validation.

Very truly yours,

**MICHELLE D. CAGUIMBAL**

*Administrative Officer V*

LIST OF TEACHERS/OTHER PERSONNEL FOR ACCOUNT OPENING

Department of Education, Division of Northern Samar

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Division Code | Station Code | Employee Number | Name of Employee/Teacher  (Given, Middle, Surname) | Account Number  (To filled by the Bank) |
| 045 |  |  | **JUAN DELA CRUZ** |  |
| Verified Correct by:  **GAUDENCIO C. ALJIBE, JR. PhD., CESO VI**  *Assistant Schools Division Superintendent*  *Officer – In – Charge*  *Office of The Schools Superintendent*  *For the SDS:*  **MICHELLE D. CAGUIMBAL**  *Administrative Officer V* | | This portion to be accomplished after account opening    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature above printed name)  ATM Servicing Branch Manager    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature above printed name) | | |