



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

DPSU FORM 108 REVISED 2016

DATE _____

REQUEST FOR INCLUSION IN THE PSU ROSTER (PSU PAID)

DIVISION NAME DIVISION CODE

ELEMENTARY SECONDARY CHECK BOX

EMPLOYEE NAME

FIRST NAME MIDDLE NAME LAST NAME APPEL

STATION NAME	<input type="text"/>	STATION CODE	<input type="text"/>
DATE OF BIRTH	<input type="text"/>	CIVIL STATUS	<input type="text"/>
GENDER M/F	<input type="text"/>	POSITION	<input type="text"/>
TAXCODE	<input type="text"/>	GSIS BP NUMBER	<input type="text"/>
GSIS POLICY NO	<input type="text"/>	PHIC ID NO	<input type="text"/>
TIN	<input type="text"/>	ATM ACCNT NO.	<input type="text"/>
		PAG-IBIG NO.	<input type="text"/>

PREVIOUS POSITION PRIOR TO THIS APPOINTMENT

PLEASE CHECK APPROPRIATE BOX IF APPOINTEE IS:

TRANSFERRED FROM A SECONDARY SCHOOL/Its	<input type="checkbox"/>
TRANSFERRED FROM ANOTHER DEPED REGION	<input type="checkbox"/>
TRANSFERRED FROM ELEMENTARY SCHOOL	<input type="checkbox"/>
OTHER: _____	

PLEASE ATTACH HEREWITH THE FOLLOWING SUPPORTING DOCUMENTS:

1. CERTIFIED PHOTOCOPY OF LATEST APPOINTMENT
2. TAXPAYERS RECORD UPDATE (TRU) BIR FORM 1902/2305
3. PREVIOUS APPOINTMENT, IF ANY, TO PROVE CONTINUOUS SERVICE
4. LATEST VOUCHER/PAYROLLS PAID BY THE SCHOOL/DIVISION OR CERTIFICATION OF LAST PAYMENT CERTIFIED BY DIV. ACCOUNTANT.

TO BE FILLED BY PSU STAFF:

<input type="text"/>	DIVISION CODE
<input type="text"/>	EMPLOYEE NO.
<input type="text"/>	STATION CODE
<input type="text"/>	POSITION CODE
<input type="text"/>	TAX CODE

Noted by:
NIKKI C. CASTOR
 Div. ARA In charge

CERTIFIED CORRECT:
ROSALINDA N. DIONIO
 Administrative Officer

