

\_\_\_\_\_  
Date

The Accountant  
Thru the Payroll Maker  
\_\_\_\_\_

\_\_\_\_\_  
Sir / Maam:

This is to authorize my employer/payroll maker to deduct from my monthly salary in the payroll, commutation of leave credits and any other monetary benefits payable to me, the full amount as billed by the Cebu CFI Community Cooperative and remit the same to the cooperative in satisfaction of my obligation/debt and other dues.

This authorization is based on the provision of Art. 58 of –

“R.A. 9520 of the Philippine Cooperative Code of 2008 – instrument for Salary or Wage Deduction which states that –

1. A member of a cooperative may, notwithstanding the provisions of existing laws to the contrary, EXECUTE an instrument in favor of the cooperative authorizing his employer to deduct from his/her salary or wages, commutation of leave credits and any other specified of satisfaction of debt or other demand due from the member to the cooperative.
2. Upon the execution of such instrument and as may be required by the cooperative contained in a written request, the employer shall make the deduction in accordance with the agreement and remit forthwith the amount deducted within (10) days after the end of the payroll month to the cooperative. The employer shall make the deduction for as long as such debt or other demand remains unpaid by the employee.
3. The term “employer” as used in this article shall include all private firms and the national and local governments and government-owned or controlled corporations who have under their employ a member of a cooperative and have agreed to carry out the terms of the instrument mentioned in paragraphs (1) and (2) of this article.
4. The provision of this article shall apply to all similar agreements referred to in paragraph (1) and were enforced prior to the approval of this code.
5. Notwithstanding the provisions of existing laws to the contrary, the responsibilities of the employer as stated in paragraphs (1) and (2) of this articles shall be mandatory provided, that in the case of private employer, the actual and reasonable cost deducting and remitting maybe collected.

Any violation of any provision of this Code for which no penalty is imposed shall be punished by imprisonment of not less than six (6) months nor more than one (1) year and a fine of not less than One Thousand (1,000.00) Pesos, or both at the discretion of the court.”

This is to authorize further, the Cebu CFI Community Cooperative to collect from my employer/payroll maker, the full amount deducted from my monthly payroll as billed.

\_\_\_\_\_  
Co-Maker  
(Signature over Printed Name)

Very truly yours,

\_\_\_\_\_  
Signature over Printed Name

Conformee:

\_\_\_\_\_  
Accountant

\_\_\_\_\_  
Payroll Maker