



Republic of the Philippines
Department of Education
Provident Fund

Date Submitted: [] Loan Application No.: []
Loan Amount: [PhP []] Purpose: []
Type of Loan: [] Multi-purpose [] Educational [] Hospitalization/Medical [] Long Medication/Rehabilitation [] House Arrears/Equity [] House Repair- Major [] House Repair- Minor [] Payment of Loans from Private Institution [] Calamity [] Others (specify): []

Borrower's Information Co-Maker's Information
(Surname) (First Name) (Middle Name) (Surname) (First Name) (Middle Name)
Home Address:
Position:
Employee No.: Employment Status:
Office:
Date of Birth: Age:
Monthly Salary: PhP Office tel. no:
Years in Service: Mobile No.:
DepEd E-mail address:
Specimen Signatures:

LOAN AGREEMENT

I hereby apply for a Provident Fund Loan in the amount of PESOS: [] (P []). In consideration of the grant thereof, I promise to pay all installments due based on the attached amortization schedule and bind myself with the terms and conditions of the loan as stipulated in the applicable guidelines of the DepEd Provident Fund. This document also serves as the Promissory Note upon approval of this loan.
Accordingly, I hereby authorize the deductions of the monthly amortization from my salary. Should I be separated from the service, I also hereby agree to settle my outstanding loan balance before the date of my retirement/separation from the service, either through full payment in cash or through the execution of a notarized Promissory Note.

I hereby agree to assume all the outstanding obligations for the grant of this loan should the principal borrower be separated from the service, and either retirement or separation benefits due to him/her is not received or is insufficient to settle the borrower's outstanding loan, and upon proper notification by the Provident Fund Secretariat.
Accordingly, I hereby authorize the monthly deduction from my salary of the amortizations for the outstanding obligation of the principal borrower until his/her loan is fully paid.

CERTIFICATE OF EMPLOYMENT AND CREDIBILITY

Personnel Division/Unit:
This is to certify that the above loan applicant/borrower:
(1.) is a [] permanent/[] co-terminus employee of this Office and is not on leave of absence without pay;
(2.) has net pay of PhP [] for the payroll month & year of []; and
(3.) has given the true and correct information on the Loan Application Form.
MAGDALENA A. LUCILLO
Signature over Printed Name
Designation: Administrative Officer IV-HRMO
Date: []

Legal Service/Unit:
This is to certify that the above loan applicant/borrower has no pending administrative charge against him/her based on records on file with DepEd-Malolos.
ATTY. ANNA DOMINIQUE L. GUISON
Signature over Printed Name
Designation: Attorney III
Date: []

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: (Three copies of each)

- Loan Application Form (LAF)
- Letter request addressed to SDS
- Latest copy of pay slip
- Photocopy of DepEd ID
- Approved Appointment (for FIRST TIME borrowers and Co-terminus employees only)
- Document showing proof that the co-terminus employee has rendered at least 2 years service in DepEd, e.g. Notarized Contract of Service
- Others (specify): _____

- Additional documents for Additional Loan:
 - Letter request
 - Hospitalization/Medical Expenses
 - Medical Abstract/Certificate/Prescription/Diagnosis
 - Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity

Reviewed by: GUIO MOURRIS C. SANTOS Accounting Clerk - Provident	Date:
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B. Completeness and Veracity of Submitted Documents:

- Signed and completely filled out LAF
- Complete supporting documents for type of loan applied for
- Signatures on LAF are by authorized signatories

Reviewed by: MAGDALENA A. LUCILLO Administrative Officer IV-HRMO	Date:
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C. Eligibility of the Borrower and Co-Maker

- Borrower will not reach the mandatory age retirement on or before the maturity of his/her loan.
- Co-Maker will not reach the mandatory age retirement on or before the maturity of his/her loan.
- Borrower has Outstanding PF Loan Balance:
 - Current Loan Balance

Amount: Php	_____
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 - Past-Due Loans

Amount: Php	_____
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 - No. of Years/Months Past-Due

Year/s:	_____
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Month/s:	_____
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- Borrower's Net Take-Home Pay after deduction of monthly amortization of the loan being applied for is equal to or higher than the required threshold for the current year.
- For renewal of loans: Borrower has paid at least 30% of the principal of the existing loan.
Percentage of principal paid:

_____	%
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Age:
Age:

Verified by: MA. CRISTINA C. PANGANIBAN Administrative Officer II	Date:
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D. Computation of Loan:

Principal Amount of Loan	PhP	_____	Net Take Home Pay after Deduction	PhP	_____
Less: Outstanding Balance of Loan to be Renewed			Monthly Amortization	PhP	_____
Principal	PhP	_____	Period of Loan (mm/yy-mm/yy)		_____
Interest		_____			
Net Proceeds:	PhP	_____	Date Processed:		_____

Remarks:

Processed by: _____

MA. CRISTINA B. SANTOS
Administrative Officer II

Reviewed by: _____

HERALD MARSON B. TOLENTINO
Accountant III

ACTION TAKEN:

Recommending Approval:

- Approved**
- Disapproved**

WILLIAM C. DIONISIO
Administrative Officer V

LEILANI SAMSON CUNANAN, CESO V
Schools Division Superintendent

Date: _____

Date: _____



Authorization for Salary Deduction

Personnel Division
 DepEd, Meralco Ave., Pasig City

I hereby authorize the deduction of _____ PESOS (P _____) from my salary for _____ months, starting in _____, 20____ to _____, 20____ or until my total outstanding loan of _____ PESOS (P _____) has been fully paid. Amount deducted shall be **credited to the account of the DepEd Provident Fund** as receivables on the said loans.

 Signature over Printed Name

Employee No.: _____ Status: _____
 Division: _____ Code: _____

Designation: _____
 Service: _____

AMORTIZATION SCHEDULE

Pls. Encircle preferred amortization schedule (Subject to computation of monthly net take home pay).

Amount of Loan:	(12 months)	(24 months)	(36 months)	(48 months)	(60 months)
() 20,000.00	1,721.33	886.42	608.44	469.71	386.66
() 30,000.00	2,582.00	1,329.62	912.66	704.56	579.99
() 50,000.00	4,303.33	2,216.04	1,521.10	1,174.26	966.65
() 100,000.00	8,606.65	4,432.07	3,042.20	2,348.51	1,933.29
() 200,000.00	17,213.29	8,864.13	6,084.39	4,697.01	3,866.57

(additional loan only)