



Republic of the Philippines
Department of Education
Provident Fund

Date Submitted: []

Loan Application No. []

Loan Amount: PhP []

Type of Loan: Term [] year/s

- Multi-purpose
New
Renewal
Additional

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) (M.I.)
Home Address:
Position:
Employee No.: Employment Status:
Office:
Date of Birth: Age:
Monthly Salary: PhP Office Tel. no.
Years in Service: Mobile no.:
Specimen Signatures:

(Surname) (First Name) (M.I.)
Home Address:
Position:
Employee No.: Employment Status:
Office:
Date of Birth: Age:
Monthly Salary: PhP Office Tel. no.
Years in Service: Mobile no.:
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 load 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.

Signature of Borrower Date
Over Printed Name

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.

Signature of Co-Maker Date
Over Printed Name

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 monthly & year of ; and
(3) has given the true and correct information on the Loan Application Form.

ANNA LIZA C. AURELLADO
Designation: Administrative Officer V
Date:

Legal Service/Unit:

This is to certify that the above loan applicant/borrower has no pending administrative nor civil case charge against him/her on records file with DepEd.

KIM R. TAGORDA
Designation: Legal Designate
Date:

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted:

- Loan Application Form (LAF) – two (2) copies
- Authorization to Deduct – two (2) copies
- Print out of EHRIS-generated pay slip, certified correct by Personnel Division/Unit – original
- Photocopy of DepEd ID
- 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

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:	Date:
MARY JOY P. SUERO Budget Officer III	

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 _____
 - Past-Due Loans Amount: PhP _____
 - No. Of Years/Months Past-Due: Year/s: _____ Month/s: _____
 - Borrower's Net Take-home Pay after deduction of monthly amortization of the loan applied for is equal to or higher than the required threshold for the current year.
- For renewal of loans: Borrower has paid at least 50% of the principal of the existing loan.
 Percentage of principal paid: _____ %

Age:	
Age:	

Verified by:	Date:
ANNA LIZA C. AURELLADO Administrative Officer V	

D. Computation of Loan:

Principal Amount of Loan PhP _____
 Less: Outstanding Balance of Loan to be Renewed
 Principal PhP _____
 Interest _____
 Net Proceeds PhP _____

Monthly Amortization PhP _____
 Period of Loan (mm/yy – mm/yy) _____
 Date Processed: _____

Processed by: REYNABEL A. AMIN
 PFL – Accounting Clerk (JO)

Remarks:

Reviewed by: CHRISTOPHER MICHAEL T. GASMEN
 Accountant III
 Secretariat, PF

ACTION TAKEN:

Recommending Approval:

ANNIE D. PAGDILAO, Ed.D., CESO VI
 Assistant Schools Division Superintendent

- Approved
- Disapproved

 Assistant Head Secretariat, PF

VILMA D. EDA, CESO V
 Schools Division Superintendent

Date: _____

 Head Secretariat, PF

Date: _____

Authorization for Salary Deduction

Personnel Division/Unit

Department of Education Regional Office no. 1, City of San Fernando, La Union

I hereby authorize the deduction of _____ PESOS (P _____) from my salary for _____ months, from _____, 20____ to _____, 20____, or until my total outstanding loan of _____ PESOS (P _____) plus interest 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.: _____
Division: _____

Status: _____
Code: _____

Designation: _____
Years in Service: _____