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<div><div><div>Date Submitted: <input type="text"/></div><div>Loan Amount: <input type="text" value="PhP"/></div><div>Type of Loan: <input type="checkbox"/> Multi-purpose <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Additional</div></div><div><div>Loan Application No. <input type="text"/></div><div>Purpose: <input type="checkbox"/> Educational <input type="checkbox"/> Hospitalization/Medical <input type="checkbox"/> Long Medication/Rehabilitation <input type="checkbox"/> House Arrears/Equity <input type="checkbox"/> House Repair – Major <input type="checkbox"/> House Repair – Minor <input type="checkbox"/> Payment of Loans from Private Institution <input type="checkbox"/> Calamity <input type="checkbox"/> Others (specify): <input type="text"/></div></div></div>	
<div><div><div>Borrower's information</div><div><div><div>(Surname) (First Name) (M.I.)</div><div>Home Address: <input type="text"/></div><div>Position: <input type="text"/></div><div>Employee No.: <input type="text"/> Employment Status: <input type="text"/></div><div>Office: <input type="text"/></div><div>Date of Birth: <input type="text"/> Age: <input type="text"/></div><div>Monthly Salary: PhP <input type="text"/> Office Tel. no. <input type="text"/></div><div>Years in Service: <input type="text"/> Mobile no.: <input type="text"/></div><div>Specimen Signatures: <input type="text"/></div></div></div><div><div><div>Co-Maker's Information</div><div><div><div>(Surname) (First Name) (M.I.)</div><div>Home Address: <input type="text"/></div><div>Position: <input type="text"/></div><div>Employee No.: <input type="text"/> Employment Status: <input type="text"/></div><div>Office: <input type="text"/></div><div>Date of Birth: <input type="text"/> Age: <input type="text"/></div><div>Monthly Salary: PhP <input type="text"/> Office Tel. no. <input type="text"/></div><div>Years in Service: <input type="text"/> Mobile no.: <input type="text"/></div><div>Specimen Signatures: <input type="text"/></div></div></div></div></div></div></div>	
<div><div><div>LOAN AGREEMENT</div><div><div><div>I hereby apply for a Provident Fund Loan in the amount of PESOS: <input type="text"/> (P <input type="text"/>). In consideration of the grand 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.</div><div>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.</div><div><div><div><div><div><div></div></div><div>Signature of Borrower</div><div>Over Printed Name</div></div><div><div><div></div></div><div>Date</div></div></div></div></div><div><div><div>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.</div><div>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.</div><div><div><div><div><div><div></div></div><div>Signature of Co-Maker</div><div>Over Printed Name</div></div><div><div><div></div></div><div>Date</div></div></div></div></div></div></div></div></div></div></div>	
<div><div><div>CERTIFICATE OF EMPLOYMENT AND CREDIBILITY</div><div><div><div><div><div>Personnel Division/Unit:</div><div>This is to certify that the above loan applicant/borrower: (1) is a <input type="text"/> permanent/ <input type="text"/> co-terminus employee of this Office and is not on leave of absence without pay; (2) has net pay of PhP <input type="text"/> for the payroll monthly &amp; year of <input type="text"/>; and (3) has given the true and correct information on the Loan Application Form.</div><div><div><div><div>ATTY. KIM R. TAGORDA</div><div>Designation: <u>Administrative Officer V</u></div><div>Date: <input type="text"/></div></div></div></div><div><div><div>Legal Service/Unit:</div><div>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.</div><div><div><div><div><div><div></div></div><div>CHERRY JOY D. GARMA</div><div>Designation: <u>Legal Designate</u></div><div>Date: <input type="text"/></div></div></div></div></div></div></div></div></div></div></div></div></div>	

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: \_\_\_\_\_

ATTY. KIM R. TAGORDA

Administrative Officer V

D. Computation of Loan:

Principal Amount of Loan

PhP \_\_\_\_\_

Monthly Amortization

PhP \_\_\_\_\_

Less: Outstanding Balance of Loan to be Renewed

Principal

PhP \_\_\_\_\_

Period of Loan (mm/yy – mm/yy)

\_\_\_\_\_

Interest

\_\_\_\_\_

Date Processed:

\_\_\_\_\_

Net Proceeds

PhP \_\_\_\_\_

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

Remarks:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

ACTION TAKEN:

Recommending Approval:

ANNIE D. PAGDILAO, EdD. CESO VI

Assistant Schools Division Superintendent

\_\_\_\_\_

Assistant Head Secretariat, PF

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

☐ Approved

☐ Disapproved

VILMA D. EDA, CESO V

Schools Division Superintendent

\_\_\_\_\_

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: \_\_\_\_\_