Republic of the Philippines
Department of Education
PROVIDENT FUND

Date Submitted:_____
Loan Amount: _____
Type of Loan: Term: _____year/s
- ○Multi-purpose
  - ○New
  - ○Renewal
- ○Additional

Loan Application No. _____
Purpose:
- ○Educational
- ○Hospitalization/Medical
- ○Long Medication/Rehabilitation
- ○House Arrears/Equity
- ○House Repair-Major
- ○House Repair-Minor
- ○Payment of loans from private institutions
- ○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:_____ Years in Service: _____ Mobile No. _____ DepEd E-mail Address: _____ Specimen Signatures: _____ _____	_____ (Surname) (First Name) (M.I.) Home Address: _____ _____ Position: Administrative Assistant III Employee No.:_____ Employment Status: _____ Office: _____ Date of Birth: _____Age: _____ Monthly Salary: _____ 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 installment 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. _____ _____ 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 obligations 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 and year of _____; and (3) Has given the true and correct information on the Loan Application Form. **ARNIEL C. BAGAYAO** ADMINISTRATIVE OFFICER V	**Legal Service/Unit:** This is to certify that the above loan applicant/borrower has no pending administrative nor civil case charge against him/her based on records on file with DepEd. **DAWN NOVERA T. ANCHETA** LEGAL OFFICER/ATTORNEY 111

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: (Two copies of each)

○Loan Application Form (LAF)
○Authorization to deduct
○Photocopy of latest payslip
○Approved Appointment (for FIRST TIME Borrower's and Co-terminus employees only)
○Document showing proof that the co-terminus Employee has rendered at least 2 years In DepEd, e.g. Notarized Contract of Service
○Others (specify) _____

○Additional documents for additional loan:
○Request letter
○Hospitalization/Medical Expenses
○Photocopy of DepEd ID
○Medical Abstract/Certificate/Prescription/Diagnosis
○Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity

Reviewed by:	Date:

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:

C. Eligibility of Borrower and Co-Maker

Age:

○Borrower will not reach the mandatory retirement age on or before the maturity of his/her loan.

Age:

○Co-Maker will not reach the mandatory retirement age on or before the maturity of his/her loan.
○Borrower has outstanding PF loan balance:
Current loan balance _____
Past due loans _____
No. of years/months past due
○Borrower's net take home pay after deduction of monthly amortization of the loan being applied for is equal 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: _____

Reviewed by:	Date:

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 _____ Period of Loan (mm/yy-mm/yy) _____
Interest _____PhP _____Date Processed: _____
Net Proceeds PhP _____

Processed by: _____ Remarks:
Signature over Printed Name
(PF Secretariat)
Reviewed by: **CHIQUI ZENY O. SAY-AWEN, CPA**
ACCOUNTANT 111
(PF Secretariat)

ACTION TAKEN:

Recommending Approval:

CHIQUI ZENY O. SAY-AWEN, CPA
Head, PF Secretariat

Date: _____

○Approved
○Disapproved

BENILDA M. DAYTACA EdD, CESO V
Chairperson of the Board

Date: _____

AUTHORIZATION FOR SALARY DEDUCTION

Personnel Division

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 of the said loans.

Employee No.: _____ Status: _____ _____
Division: _____ Code: _____ Signature over Printed Name

Designation: _____

Service: _____