

Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF LAPU-LAPU CITY

Provident Loan Application No. _____

BORROWER:

CO-MAKER

(Last Name) (First Name) (MI)

Present Address _____
Home Address _____
Date of Birth _____
Position _____
Monthly Salary P _____ Emp. Status _____
Office/School _____
Employee Number _____
Tax Identification No. _____

(Last Name) (First Name) (MI)

Present Address _____
Home Address _____
Date of Birth _____
Position _____
Monthly Salary P _____ Emp. Status _____
Office/School _____
Employee Number _____
Tax Identification No. _____

(2) SPECIMEN SIGNATURES BELOW:

1. _____ 2. _____

(2) SPECIMEN SIGNATURES BELOW:

1. _____ 2. _____

AMORTIZATION AGREEMENT

<p>I hereby apply for a Provident Fund Loan in the amount and at the amortization schedule stated below. In consideration of the grant hereof, I promise to pay all installment due and bind myself to the terms and conditions of the loan. Accordingly, I hereby authorize the deduction of the monthly amortization from my salary when due. Should I be separated from the service, I also hereby authorize the deduction in full of any unpaid balance from my retirement or separation benefits.</p> <p>AMOUNT OF LOAN AMORTIZATION SCHEDULE P _____ (____ months) _____ _____ (Signature of Borrower) (Date)</p>	<p>Should the principal borrower be separated from the service, and there are no retirement nor separation benefits due him, I hereby agree to assume all his outstanding obligations for the grant of this loan upon proper notification by the Provident Secretariat. Accordingly, I hereby authorize the monthly deduction from my salary the amortization for the outstanding obligation of the principal borrower until his loan has been fully paid.</p> <p>_____ (Co-maker's Signature over Printed Name)</p>
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CERTIFICATION FOR EMERGENCY LOAN

I hereby certify that the proceeds of the above loan shall be used as follows:

Emergency Loan
Educational Loan
Loan due to Sudden Loss of Income of Spouse
Loan due to Calamity
Others:
Please state specific reason _____

(Signature of Borrower)

AUTHORIZATION FOR SALARY DEDUCTION

The Chief, Payroll Services Unit
DepEd Sudlon, Lahug, Cebu City/Region VII

Sir/Madam:

I hereby authorize the deduction from my salary the amount of _____ Pesos
(P _____) every month starting in _____ or until my total loan amount of _____ Thousand
(P _____) Pesos has been fully paid. Amounts deducted shall be credited to the account of the DECS Provident Fund as amortization on said loan.

(Signature over Printed Name)

Employee Number _____

Designation/Position _____

CERTIFICATION OF EMPLOYMENT AND CREDIBILITY

Name of Borrower _____

Office _____

Date _____

This office certifies that (1) the above applicant is a permanent employee of this office, is not on leave of absence without pay and not due for retirement within 2 years; (2) there is no pending administrative and/or criminal charge against him; (3) the net pay of the borrower indicated above is sufficient to cover monthly installments of this loan; and (4) the information reported by said applicant is true and correct.

Signature of Head or Authorized
Representative/Indorsing Official

Name in Print

Designation

Amount	Month/Year	PLEASE CHECK:
NTP P _____	_____	NEW LOAN
		____ RENEWAL
		____ P _____ PREVIOUS LOAN
		____ ADDITIONAL

ACTION TAKEN

() APPROVED P _____
() DISAPPROVED
() OTHERS _____

Qualified to avail of Loan:

Funds Available:

RAFAILA-LYN L. VILLANUEVA
Provident Loan-In-Charge

MA. GLACEL T. CAFE
Accountant III

RONALD Y. FERRER, RN, JD, DM
Administrative Officer V

WILFREDA D. BONGALOS, PhD, CESO V
Schools Division Superintendent

