



UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City 2600

Tel. No. (074) 445-0785 / email : hrdo.upbaguio@upb.edu.ph

HRDO CONTROL NO. _____

DATE: _____

APPLICATION FORM

Computer Loan Program

I. APPLICANT'S INFORMATION

Name: _____

Address: _____

Unit: _____

Designation: _____

Tel. Number: _____

Tel. / CP No. _____

This certifies that applicant has the need for computer unit: _____ Date: _____

(Head of Unit)

II. PRODUCT SPECIFICATIONS

Description	No. of Units	Estimated Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TOTAL AMOUNT REQUESTED: _____

III.

<p align="center">HRDO PERSONNEL CLEARANCE (No Pending Loan Application)</p> <p>Position: _____ GSIS: _____ Appointment Status: _____ Pag-ibig: _____ Date of Orig. Appt. _____ UPPFI: _____ TIN: _____</p> <p align="center">EDNA N. GUECO Chief, HRDO</p>	<p align="center">ACCOUNTING OFFICE (Certification that salary is not less than P4,000.00)</p> <p>Actual Salary Per Month: _____</p> <p align="center">CECILE G. DANGAWEN Chief, Accounting Office</p>
<p>UP BAGUIO CREDIT UNION</p> <p>_____</p> <p>(No Pending Loan Application)</p>	<p>UP DILIMAN CREDIT UNION</p> <p>_____</p> <p>(No Pending Loan Application)</p>
<p align="center">RECOMMENDING APPROVAL</p> <p align="center">Dr. SANTOS JOSE O. DACANAY III Vice Chancellor for Administration</p>	<p align="center">ACTION OF THE CHANCELLOR</p> <p align="center">Approved _____ Disapproved _____</p> <p align="center">Dr. CORAZON L. ABANSI Chancellor</p>

IV. REPORT OF PURCHASE

Date of Purchase: _____

Supplier: _____

Total Amount of Purchase: _____

O.R. #: _____

Validated by: _____

V. EXCESS FUNDS TO BE RETURNED TO U.P.

Amount in Words: _____

O.R. #: _____

Verified by: _____

