HRDO CONTROL NO. _____
DATE: _____

UNIVERSITY OF THE PHILIPPINES BAGUIO

Governor Pack Road, Baguio City 2600
Tel. No. (074) 445-0785 / email : hrdo.upbaguio@upb.edu.ph

APPLICATION FORM
Computer Loan Program

I. APPLICANT'S INFORMATION

Name: _____ Designation: _____
Address: _____ Tel. Number: _____
Unit: _____ 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.

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

IV. REPORT OF PURCHASE

Date of Purchase: _____ O.R. #: _____
Supplier: _____ Validated by: _____
Total Amount of Purchase: _____

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

Amount in Words: _____ O.R. #: _____
_____ Verified by: _____