

PROVIDENT FUND LOAN Documentary Requirements:

A. Documents Submitted: [Two (2) Copies of each]

- Loan Application Form (LAF)
- Authorization to Deduct
- Latest pay slip (**Original copy**)
- Photocopy of DepEd ID
- Approved Appointment (*for FIRST TIME borrowers and Co-terminus employees only*)
- Copy of Notarized Contract of Service as proof of two (2) years continuous service (*for Co-terminus only*)
- Others (specify): _____

B 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

C Certification of Employment and Credibility portion on the Loan Application Form (LAF) must be signed by

- Personnel Division/Unit
MA. LOUELLA C. MONCADA
Administrative Officer IV
- Legal Service/Unit
ATTY. ANNETTE L. DOYAOEN
Attorney III



Republic of the Philippines
DEPARTMENT OF EDUCATION
PROVIDENT FUND LOAN

Date Submitted:

Loan Application No.

Loan Amount:

- Purpose:
- Educational
 - Hospitalization/Medical
 - Long Medication/Rehabilitation
 - House Arrears/Equity
 - House Repair - Major
 - House Repair - Minor
 - Payment of Loans from Private Institution
 - Calamity
 - Others (specify): _____

Type of Loan: Multi-purpose
 New
 Renewal
 Additional

Term:

Borrower's Information		
<i>(Surname)</i> _____	<i>(First Name)</i> _____	<i>(M.I.)</i> _____
Home Address: _____		
Position: _____		
Employee No.: _____ Employment Status: _____		
Office: _____		
Date of Birth: _____ Age: _____		
Monthly Salary: PhP _____ Office tel. #: _____		
Years in Service: _____ Mobile no. _____		
DepEd E-mail address: _____ @depd.gov.ph		
Specimen Signatures: _____		

Co-Maker's Information		
<i>(Surname)</i> _____	<i>(First Name)</i> _____	<i>(M.I.)</i> _____
Home Address: _____		
Position: _____		
Employee No.: _____ Employment Status: _____		
Office: _____		
Date of Birth: _____ Age: _____		
Monthly Salary: PhP _____ Office tel. #: _____		
Years in Service: _____ Mobile no. _____		
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 installments 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 over Printed Name Date

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 obligation of the principal borrower until his/her loan is fully paid.

Signature of Co-Maker over Printed Name Date

CERTIFICATE OF EMPLOYMENT AND CREDIBILITY

Personnel Section:

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 month & year of _____; and
- (3) has given the true and correct information on the Loan Application Form.

MA. LOUELLA C. MONCADA

Signature over Printed Name
 Designation: Administrative Officer IV
 Date: _____

Legal Section:

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.

ATTY. ANNETTE L. DOYAOEN

Signature over Printed Name
 Designation: Attorney-III
 Date: _____

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: [Two (2) Copies of each]

- | | |
|--|---|
| <input type="checkbox"/> Loan Application Form (LAF)
<input type="checkbox"/> Authorization to Deduct
<input type="checkbox"/> Latest copy of pay slip
<input type="checkbox"/> Photocopy of DepEd ID
<input type="checkbox"/> Approved Appointment <i>(for FIRST TIME borrowers and Co-terminus employees only)</i>
<input type="checkbox"/> Copy of Notarized Contract of Service as proof of two (2) years continuous service <i>(for Co-terminus only)</i>
<input type="checkbox"/> Others (specify): _____
_____ | <input type="checkbox"/> Additional documents for Additional Loan:
<input type="checkbox"/> Letter request
<input type="checkbox"/> Hospitalization/Medical Expenses
<input type="checkbox"/> Medical Abstract/Certificate/Prescription/Diagnosis
<input type="checkbox"/> 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: <p align="center">EZRA C. FIAO-AG <i>Administrative Officer III</i></p>	Date:
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C. Eligibility of the Borrower and Co-Maker

- | | |
|---|------------------------------|
| <input type="checkbox"/> Borrower will not reach the mandatory age retirement on or before the maturity of his/her loan. | Age: _____ |
| <input type="checkbox"/> Co-Maker will not reach the mandatory age retirement on or before the maturity of the borrower's loan. | Age: _____ |
| <input type="checkbox"/> Borrower has Outstanding PF Loan Balance: | |
| <input type="checkbox"/> Current Loan Balance | Amount: PhP _____ |
| <input type="checkbox"/> Past-Due Loans | Amount: PhP _____ |
| <input type="checkbox"/> No. of Years/Months Past-Due: | Year/s: _____ Month/s: _____ |
| <input type="checkbox"/> Borrower's Net Take-Home Pay after deduction of monthly amortization of the loan being applied for is equal to or higher than the required threshold for the current year. | |
| <input type="checkbox"/> For renewal of loans: Borrower has paid at least 30% of the principal of the existing loan. | |
| Percentage of principal paid: | _____ % |

Verified by: <p align="center">EZRA C. FIAO-AG <i>Administrative Officer III</i></p>	Date:
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D. Computation of Loan:

Principal Amount of Loan	PhP	
Less: Outstanding Balance of Loan to be Renewed		
Principal	PhP	
Interest		
Net Proceeds	PhP	

Net Take Home Pay after Deduction	PhP	
Monthly Amortization	PhP	
Period of Loan (mm/yy - mm/yy)		
Date Processed:		

Processed by: _____
EZRA C. FIAO-AG
 Administrative Officer III
 Signature over Printed Name
 (PF Secretariat)

Reviewed by: _____
NIEVES D. EBANIO
 Administrative Officer V
 Signature over Printed Name
 (Head, PF Secretariat)

Remarks:

ACTION TAKEN:

Recommending Approval:

-
- Approved**
-
-
- Disapproved**

NIEVES D. EBANIO
 Administrative Officer V
 Head, PF Secretariat

SORAYA T. FACULO Phd, CESO VI
 OIC - Schools Division Superintendent
 Chairperson of the Board

Date: _____

Date: _____



Authorization for Salary Deduction

THE PAYROLL SERVICES DIVISION/ UNIT
 DepEd CAR
 Wangal, La Trinidad, Benguet

I hereby authorize the deduction of _____ PESOS

(P _____) from my salary for _____ months, starting in _____, 20____ to _____, 20____

or until my outstanding loan of _____ PESOS (P _____)

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. _____

Status: **PERMANENT**

Designation: _____

Division: **DIVISION OF BAGUIO CITY**

Station Code: **081**

No. years in Service: _____

AMORTIZATION SCHEDULE

Amount of Loan	12 months	24 Months	36 Months	48 Months	60 Months
() 10,000.00	860.67	443.21	304.22	234.86	193.33
() 20,000.00	1,721.33	886.42	608.44	469.71	386.66
() 30,000.00	2,582.00	1,329.62	912.66	704.56	579.99
() 40,000.00	3,442.66	1,772.83	1,216.88	939.41	773.32
() 50,000.00	4,303.33	2,216.04	1,521.10	1,174.26	996.65
() 60,000.00	5,163.99	2,569.24	1,825.32	1,409.11	1,159.97
() 70,000.00	6,024.66	3,102.45	2,129.54	1,643.96	1,353.30
() 80,000.00	6,885.32	3,545.65	2,433.76	1,878.81	1,546.63
() 90,000.00	7,745.98	3,988.86	2,737.98	2,113.66	1,739.96
() 100,000.00	8,606.65	4,432.07	3,042.20	2,348.51	1,933.29
<i>Additional Loan</i>					
() 110,000.00	9,467.31	4,875.27	3,346.42	2,583.36	2,126.61
() 120,000.00	10,327.98	5,318.48	3,650.64	2,818.21	2,319.94
() 130,000.00	11,188.64	5,761.68	3,954.86	3,053.06	2,513.27
() 140,000.00	12,049.31	6,204.89	4,259.08	3,287.91	2,706.60
() 150,000.00	12,909.97	6,648.10	4,563.30	3,522.76	2,899.93
() 160,000.00	12,770.63	7,091.30	4,867.51	3,757.61	3,093.25
() 170,000.00	14,631.30	7,534.51	5,171.73	3,992.46	3,286.58
() 180,000.00	15,491.96	7,977.71	5,475.95	4,227.31	3,479.91
() 190,000.00	16,352.63	8,420.92	5,780.17	4,462.16	3,673.24
() 200,000.00	17,213.29	8,864.13	6,084.39	4,697.01	3,866.57

Put a tick mark on the box provided for preferred amortization schedule (subject to computation of monthly net take home pay)