



Republic of the Philippines
DEPARTMENT OF EDUCATION
PROVIDENT FUND LOAN

Date Submitted:

Loan Application No.

Loan Amount:

Purpose:

Type of Loan: Multi-purpose
 New
 Renewal
 Additional

Term:

- Educational
- Hospitalization/Medical
- Long Medication/Rehabilitation
- House Arrears/Equity
- House Repair - Major
- House Repair - Minor
- Payment of Loans from Private Institution
- 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: PhP _____ Office tel. #: _____
 Years in Service: _____ Mobile no. _____
 DepEd E-mail address: _____@deped.gov.ph

(Surname) (First Name) (M.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: _____

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.

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 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.

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 Borrower over Printed Name Date

 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.

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.

MA. LOUELLA C. MONCADA

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

ATTY. ANNETTE L. DOYAOEN

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

SECRETARIAT'S ASSESSMENT/EVALUATION

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

- Loan Application Form (LAF)
- Authorization to Deduct
- Latest copy of pay slip
- 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): _____

- 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

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">LITA M. CONDE Administrative Assistant II</p>	Date:
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C. Eligibility of the Borrower and Co-Maker

- Borrower will not reach the mandatory age retirement on or before the maturity of his/her loan. Age: _____
- Co-Maker will not reach the mandatory age retirement on or before the maturity of the borrower's loan. Age: _____
- Borrower has Outstanding PF Loan Balance:
 - Current Loan Balance Amount: PhP _____
 - Past-Due Loans Amount: PhP _____
 - No. of Years/Months Past-Due: Year/s: _____ Month/s: _____
- 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.
- 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">LITA M. CONDE Administrative Assistant II</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: LITA M. CONDE
 Administrative Assistant II
 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
 Date: _____

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