



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

Office of the Schools  
Division Superintendent

March 11, 2026

**DIVISION MEMORANDUM**

No. **123** s. 2026

**IMPLEMENTATION OF THE REVISED PROVIDENT LOAN APPLICATION FORM (NEW SIGNATORY FOR CERTIFICATE OF EMPLOYMENT AND CREDIBILITY)**

TO: Assistant Schools Division Superintendent  
Division Chiefs and Unit Heads  
Public Schools District Supervisors  
School Heads of Elementary and Secondary  
Teaching and Non- Teaching Personnel  
All Others Concerned

1. This office informs the use of the Revised Provident loan application Form. These revisions have been made to streamline our internal processing and ensure compliance.
2. In line with this directive, all teaching and non- teaching personnel provident loan applicants are advised to use the revised loan application forms to avoid delays in processing loan applications.
3. Loan application forms bearing the previous signatories will no longer be processed after the transition period.
4. The updated/ revised provident loan application form is available at the Office of the Administrative Officer V- for Administration and also downloadable in the DepEd Sorsogon website: <https://depedsorsogon.com.ph/Home/Forms>
5. This memorandum shall take effect upon its publication in the DepEd Sorsogon website. Attached herewith is the revised provident loan application form.
6. Immediate and strict compliance thereof of this Memorandum is desired.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



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DEPARTMENT OF EDUCATION  
Region V  
DIVISION OF SORSOGON  
Schools Division Office- Finance Department

**CHECKLIST OF REQUIREMENTS FOR PROVIDENT FUND**  
*Pursuant to COA Circular No. 2012-001 (Documentary Requirements for common Government Transactions)*

**MULTI-PURPOSE LOAN**

- Loan Application Form (LAF) two (2) copies
  - Authorization to Deduct two (2) copies
  - Latest payslip two (2) copies
  - Latest Co-maker payslip
  - Photocopy of DepEd ID
  - Updated Service Record
  - Photocopies must be authenticated
  - Attached any documents for the purpose of Loan
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- Educational (Cert. of Registration/ Assessment of Fees)
  - Medical (Medical Cert / Med. Abstract/ Statement of Acct.)
  - House repair/ Improvement (Program of Works/ Photo)
  - Payment of loans- PLIs/ GFIs (Statement of Account)
  - Livelihood (Breakdown of fees and other expenses)
  - Legal Purposes (legal fees)

Processed by:

ORLANDO E. DUKA JR.  
Administrative Officer II



**Republic of the Philippines  
Department of Education  
PROVIDENT FUND**

Date Submitted:

Loan Application No.:

Loan Amount:

Type of Loan:

- Multi-purpose
  - New
  - Renewal
- Additional

Term:  yr/s

- Educational
- Hospitalization/Medical
- Long Medication/Rehabilitation
- House Arrears/Equity
- House Repair – Major
- House Repair – Minor
- Payment of Loan from Private Institution
- Calamity
- Others (specify) \_\_\_\_\_

**Borrower's Information**

**Co-Maker's Information**

(Surname) (First Name) (Middle Name)

Home Address: \_\_\_\_\_

Position: \_\_\_\_\_

Employee No.: \_\_\_\_\_ Employment Status \_\_\_\_\_

Office/Station: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Office Tel No: \_\_\_\_\_

Years in Service: \_\_\_\_\_ Moblie No. \_\_\_\_\_

Specimen Signatures: \_\_\_\_\_

(Surname) (First Name) (Middle Name)

Home Address: \_\_\_\_\_

Position: \_\_\_\_\_

Employee No.: \_\_\_\_\_ Employment Status \_\_\_\_\_

Office/Station: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ Office Tel No: \_\_\_\_\_

Years in Service: \_\_\_\_\_ Moblie No. \_\_\_\_\_

Specimen Signatures: \_\_\_\_\_

**LOAN AGREEMENT**

I hereby apply for a Provident Fund Loan in the amount of PESOS \_\_\_\_\_ (Php \_\_\_\_\_). 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.

\_\_\_\_\_  
(Printed Name & Signature of Borrower)

I hereby agree to assume all outstanding obligations for the grant of this loan should the principal borrower be separated from the service, and either retirement or separation benefits due 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 amortization for the outstanding obligation of the principal borrower until his/her loan is fully paid.

\_\_\_\_\_  
(Printed Name & Signature of Co-Maker)

**CERTIFICATE OF EMPLOYMENT AND CREDIBILITY**

Administrative Services Unit:

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 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.

**JOMAR E. ENGUERRA**

Signature over Printed Name  
Designation: Administrative Officer V

Date: \_\_\_\_\_

Legal Service/Unit

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. ALLANA ERICA D. CORTES**

Signature over Printed Name  
Designation: Attorney III (Legal Officer)

Date: \_\_\_\_\_

**SECRETARIAT'S ASSESSMENT/EVALUATION**

**A. Documents Submitted:**

- Loan Application Form (LAF) – two (2) copies
- Authorization to Deduct – two (2) copies
- Original Printout of EHRIS-generated payslip
- Certified photocopy of Payslip
- Photocopy of DepEd ID
- Certification of pending loan application/s with other lending institution – two (2) copies
- Others (specify) \_\_\_\_\_

- Additional documents for Additional Loan:
  - Letter request
  - Hospital/Medical Expenses
  - Medical Abstract/Certificate/Prescription/Diagnosis
  - Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity

Reviewed by: _____	Date: _____
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**B. Completeness and Veracity of Submitted Documents:**

- Signed and completely filled out LAF
- Complete supporting documents for type of loan applied for
- Signature on LAF are authorized signatories

Reviewed by: _____	Date: _____
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**C. Documents Submitted:**

- Borrower will reach the mandatory age retirement on or before the maturity of his/her loan
- Co-Maker will reach the mandatory age retirement on or before the maturity of his/her loan
- Borrower has Outstanding Loan Balance:

Age: _____
Age: _____

- Current Loan Balance \_\_\_\_\_
- Past-Due Loans \_\_\_\_\_
- 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: <b>ORLANDO L. DUKA JR.</b>	Date: _____
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**D. Computation of Loan:**

Principal Amount of Loan      Php _____	Monthly Amortization      Php _____
Less: Outstanding Balance of Loan to be Renewed	Period of Loan (mm/yy-mm/yy) _____
Principal      Php _____	Date Processed: _____
Interest      Php _____	
Net Proceeds      Php _____	

Processed by:                   **ORLANDO L. DUKA JR.**                    
Signature over Printed Name  
(Secretariat, PF NBT)

Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed by:                   **PAUL ANDY D. DEBLOIS**                    
Signature over Printed Name  
(Secretariat, PF NBT)

**ACTION TAKEN**

Recommending Approval:

- Approved
- Disapproved

**JOMAR E. ENGUERRA**

**Head, Secretariat, PF**

Signature over Printed Name  
Date: \_\_\_\_\_

**JOSE L. DONCILLO, CESO V**

**Chairperson of the Board**

Signature over Printed Name  
Date: \_\_\_\_\_

**Authorization for Salary Deduction**

**Personnel Division/ Unit**

**(Address)** \_\_\_\_\_

I hereby authorize the deduction of \_\_\_\_\_ PESOS  
(P \_\_\_\_\_) from salary for \_\_\_\_\_ months, from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_,  
or until my total outstanding loan of \_\_\_\_\_ PESOS (P \_\_\_\_\_) plus  
Interest has been fully paid. Amount deducted shall be credited to account of DepEd  
Provident Fund as receivables on the said loans.

\_\_\_\_\_  
**Signature over Printed name**

**Employee No.:** \_\_\_\_\_ **Status:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Division:** \_\_\_\_\_ **Code:** \_\_\_\_\_ **Service:** \_\_\_\_\_

**AMORTIZATION SCHEDULE  
MULTI-PURPOSE LOAN**

Amount Loan	12 months	24 months	36 months	48 months	60 months
( ) 2,000.00	172.14	88.65	60.85	46.98	38.67
( ) 5,000.00	430.34	221.61	152.11	117.43	96.67
( ) 8,000.00	688.54	354.57	243.38	187.89	154.67
( ) 10,000.00	860.67	443.21	304.22	234.86	193.33
( ) 15,000.00	1,291.00	664.81	456.33	352.28	290.00
( ) 20,000.00	1,721.33	886.42	608.44	469.71	386.66
( ) 25,000.00	2,151.67	1,108.02	760.55	587.13	483.33
( ) 30,000.00	2,582.00	1,329.62	912.66	704.56	579.99
( ) 35,000.00	3,012.33	1,551.23	1,064.77	821.98	676.65
( ) 40,000.00	3,442.66	1,772.83	1,216.88	939.41	773.32
( ) 45,000.00	3,872.99	1,994.43	1,368.99	1,056.83	869.98
( ) 50,000.00	4,303.33	2,216.04	1,521.10	1,174.26	966.65
( ) 55,000.00	4,733.66	2,437.64	1,673.21	1,291.68	1,063.31
( ) 60,000.00	5,163.99	2,659.24	1,825.32	1,409.11	1,159.97
( ) 65,000.00	5,594.32	2,880.84	1,977.43	1,526.53	1,256.64
( ) 70,000.00	6,024.66	3,102.45	2,129.54	1,643.96	1,353.30
( ) 75,000.00	6,454.99	3,324.05	2,281.65	1,761.38	1,449.97
( ) 80,000.00	6,885.32	3,545.65	2,433.76	1,878.81	1,546.63
( ) 85,000.00	7,315.65	3,767.26	2,585.87	1,996.23	1,643.29
( ) 90,000.00	7,745.98	3,988.86	2,737.98	2,113.66	1,739.96
( ) 95,000.00	8,176.32	4,210.46	2,890.09	2,231.08	1,836.62
( ) 100,000.00	8,606.65	4,432.07	3,042.20	2,348.51	1,933.29

**AMORTIZATION SCHEDULE  
ADDITIONAL LOAN ( FOR EXTREME EMERGENCY CASES)**

Amount Loan	12 months	24 months	36 months	48 months	60 months
( ) 110,000.00	9,467.31	4,875.28	3,346.41	2,583.35	2,126.61
( ) 115,000.00	9,897.64	5,096.88	3,498.52	2,700.78	2,223.27
( ) 120,000.00	10,327.97	5,318.48	3,650.63	2,818.20	2,319.94
( ) 125,000.00	10,758.30	5,540.09	3,802.74	2,935.63	2,416.60
( ) 130,000.00	11,188.64	5,761.69	3,954.85	3,053.05	2,513.26
( ) 135,000.00	11,618.97	5,983.29	4,106.96	3,170.48	2,609.93
( ) 140,000.00	12,049.30	6,204.90	4,259.07	3,287.90	2,706.59
( ) 145,000.00	12,479.63	6,426.50	4,411.18	3,405.33	2,803.26
( ) 150,000.00	12,909.96	6,648.10	4,563.29	3,522.75	2,899.92
( ) 155,000.00	13,340.30	6,869.70	4,715.40	3,640.18	2,996.58
( ) 160,000.00	13,770.63	7,091.31	4,867.51	3,757.60	3,093.25
( ) 165,000.00	14,200.96	7,312.91	5,019.62	3,875.03	3,189.91
( ) 170,000.00	14,631.29	7,534.51	5,171.73	3,992.45	3,286.58
( ) 175,000.00	15,061.63	7,756.12	5,323.84	4,109.88	3,383.24
( ) 180,000.00	15,491.96	7,977.72	5,475.95	4,227.31	3,479.90
( ) 185,000.00	15,922.29	8,199.32	5,628.06	4,344.73	3,576.57
( ) 190,000.00	16,352.62	8,420.93	5,780.17	4,462.16	3,673.23
( ) 195,000.00	16,782.95	8,642.53	5,932.28	4,579.58	3,769.90
( ) 200,000.00	17,213.29	8,864.14	6,084.39	4,697.01	3,866.56