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
  - [ ] 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 Amount: ______________

Type of Loan: **Term:** ______ yr/s

☐ Multi-purpose
- ☐ New
- ☐ Renewal

☐ Additional

Loan Application No.: ______________

☐ 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

(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:

______________ ______________

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:

______________ ______________

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:

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:

C. Documents Submitted:

- ☐ Borrower will reach the mandatory age retirement on or before the maturity of his/her loan — Age:
- ☐ Co-Maker will reach the mandatory age retirement on or before the maturity of his/her loan — Age:
- ☐ Borrower has Outstanding Loan Balance:
  - ☐ 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: ORLANDO L. DUKA JR.	Date:

D. Computation of Loan:

Principal Amount of Loan Php __________

Less: Outstanding Balance of Loan to be Renewed

Principal Php__________

Interest Php__________ __________

Net Proceeds Php __________

Monthly Amortization Php __________

Period of Loan (mm/yy-mm/yy) __________

Date Processed: __________

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

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

Remarks: ____________________

ACTION TAKEN

Recommending Approval:

JOMAR E. ENGUERRA
Head, Secretariat, PF
Signature over Printed Name
Date: __________

- ☐ **Approved**
- ☐ **Disapproved**

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