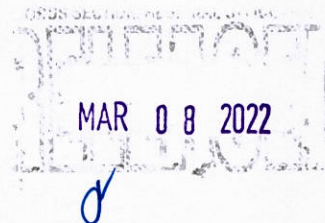




Republic of the Philippines
Department of Education
CARAGA REGION



March 7, 2022

REGIONAL MEMORANDUM
No. 0162, s. 2022

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF COMPLETE DOCUMENTARY REQUIREMENTS FOR
APPLICATION OF ADDITIONAL LOAN FOR PROVIDENT FUND

1. This Office hereby disseminates the Checklist of documentary requirements for application of Additional Loan for Provident Fund considering that several Provident Fund Loan Applications have been received from DepEd employees of the Schools Division Offices affected by Typhoon Odette and other emergency cases.
2. Only **application for Additional Loan for Provident Fund** is approved by the Regional Director. Thus, to ensure that applications are acted promptly, the following checklist of documentary requirements is presented:

Checklist of Documentary Requirements

Documents	Remarks
1. PF Loan application Form (DepEd Order No. 37, s. 2018)	In two (2) copies, completely filled out, duly recommended and signed by the SDS (Note: Type of Loan: Additional Purpose: Calamity)
2. Authority to Deduct	Completely filled out and signed by the borrower
3. Latest copy of Pay Slip verified by the RPSU staff	Current month or previous month
4. Copy of the RPSU Verification statement	Current month
5. Deletion form if balance of MPL is deducted	Refer to Part D in the Application Form on Computation of Loan
6. Copy of updated ledger	
<i>Additional requirements for other Emergency Cases</i>	
7. Letter request	
8. Hospitalization/Medical Expenses /Medical Abstract/Certification/ Prescription/Diagnosis/Death Certificate	Any of these documents depending on the nature of emergency



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph

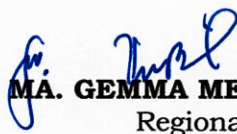


2022-03-2660

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

9. LGU/Barangay Certification	If borrower is not Typhoon Odette victim, but a direct victim of man-made or natural calamities, fire, robbery, armed conflict
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3. Enclosed please find sample Loan Application Form indicating in blue entries the vital data as required.
4. Wide dissemination and strict implementation of this Memorandum is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encl.: Application Form for Provident Fund
References: DepEd Order 3, s. 2022
To be indicated in the Perpetual Index
under the following subjects:
ADDENDUM ADDITIONAL LOAN PROVIDENT

ASD/mcd
03/07/2022

(Enclosure to DepEd Order No. 037, s. 2018)

ANNEX "A"

**Republic of the Philippines
Department of Education
Provident Fund**

Date Submitted: _____

Loan Application No. _____

Loan Amount: PhP Loan Amount in P

Purpose:

Type of Loan:

☐ Multi-purpose
☐ New
☐ Renewal
☒ Additional

Term: No. of yrs. year/s

☐ 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

Fill-up completely Borrower and Co-maker Information

(Surname) (First Name) (M.I.)

Home Address: _____

Position: _____

Employee No.: _____ Employment Status: _____

Office: _____

Date of Birth: _____ Age: _____

Monthly Salary: PhP _____ Office tel. no. _____

Years in Service: _____ Mobile no. _____

DepEd E-mail address: _____

Specimen Signatures:

✓

✓

(Surname) (First Name) (M.I.)

Home Address: _____

Position: _____

Employee No.: _____ Employment Status: _____

Office: _____

Date of Birth: _____ Age: _____

Monthly Salary: PhP _____ Office tel. no. _____

Years in Service: _____ Mobile no. _____

Specimen Signatures:

✓

✓

LOAN AGREEMENT

I hereby apply for a Provident Fund Loan in the amount of PESOS: Principal Loan Amount in Words (P 000,000.00).

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 Division/Unit:

This is to certify that the above loan applicant/borrower:

(1) is a X permanent/____ co-terminus employee of this Office and is not on leave of absence without pay;
(2) has net pay of PhP Amount in current Payslip for the payroll month & year of Month & year in Payslip; and
(3) has given the true and correct information on the Loan Application Form.

HR Unit Head

Signature over Printed Name

Designation: _____

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.

Legal Unit Head

Signature over Printed Name

Designation: _____

Date: _____

ANNEX "A"

SECRETARIAT'S ASSESSMENT/EVALUATION																																	
A. Documents Submitted: (Two copies of each) ☒ Loan Application Form (LAF) ☒ Authorization to Deduct ☒ Latest copy of pay slip ☐ Photocopy of DepEd ID ☒ Approved Appointment <i>(for FIRST TIME borrowers and Co-terminus employees only)</i> ☐ Document showing proof that the co-terminus employee has rendered at least 2 years service in DepEd, e.g. Notarized Contract of Service ☐ 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 Reviewed by: Secretariat - Admin Date: ✓																																	
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: Secretariat - Admin Date: ✓																																	
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. ☒ Co-Maker will not reach the mandatory age retirement on or before the maturity of his/her loan. ☒ 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: _____ % Age: Indicate Age: Indicate Verified by: Secretariat - Admin or Finance Date: ✓																																	
D. Computation of Loan: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Principal Amount of Loan</td> <td style="width: 20%;">PhP</td> <td style="width: 20%; text-align: right;">000,000.00</td> <td style="width: 20%;">Net Take Home Pay after Deduction</td> <td style="width: 10%;">PhP</td> <td style="width: 10%; text-align: right;">000,000.00</td> </tr> <tr> <td colspan="6">Less: Outstanding Balance of Loan to be Renewed</td> </tr> <tr> <td>Principal</td> <td>PhP</td> <td style="text-align: right;">000,000.00</td> <td>Monthly Amortization</td> <td>PhP</td> <td style="text-align: right;">000.00</td> </tr> <tr> <td>Interest</td> <td></td> <td style="text-align: right;">000,000.00</td> <td>Period of Loan (mm/yy - mm/yy)</td> <td></td> <td style="text-align: right;">Indicate Loan Term</td> </tr> <tr> <td>Net Proceeds</td> <td>PhP</td> <td style="text-align: right;">000,000.00</td> <td>Date Processed:</td> <td></td> <td style="text-align: right;">Indicate Date</td> </tr> </table> Processed by: Secretariat - Finance Signature over Printed Name (PF Secretariat) Remarks: Additional Loan - Typhoon Odette Other Remarks if necessary Reviewed by: Head of PF RO Secretariat Signature over Printed Name (Head, PF Secretariat)				Principal Amount of Loan	PhP	000,000.00	Net Take Home Pay after Deduction	PhP	000,000.00	Less: Outstanding Balance of Loan to be Renewed						Principal	PhP	000,000.00	Monthly Amortization	PhP	000.00	Interest		000,000.00	Period of Loan (mm/yy - mm/yy)		Indicate Loan Term	Net Proceeds	PhP	000,000.00	Date Processed:		Indicate Date
Principal Amount of Loan	PhP	000,000.00	Net Take Home Pay after Deduction	PhP	000,000.00																												
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Principal	PhP	000,000.00	Monthly Amortization	PhP	000.00																												
Interest		000,000.00	Period of Loan (mm/yy - mm/yy)		Indicate Loan Term																												
Net Proceeds	PhP	000,000.00	Date Processed:		Indicate Date																												
ACTION TAKEN:																																	
Recommending Approval: Schools Division Superintendent Head, PF Secretariat Signature over Printed Name Date: _____ ☐ Approved ☐ Disapproved MA. GEMMA MERCADO LEDESMA Regional Director Chairperson of the Board Signature over Printed Name Date: _____																																	

ANNEX "A"



Authorization for Salary Deduction

Personnel Division
DepED , Meralco Ave., Pasig City

I hereby authorize the deduction of Amount of Monthly Amortization in Words PESOS
(P. 000.00) from my salary for No. months, starting in Month/year - start of deduction 20 to
End of Deduction 20 or until my total outstanding loan of Principal Loan Amount in Words PESOS
(P. 000,000.00) has been fully paid. Amount deducted shall be credited to the account of the DepED Provident Fund as
receivables on the said loans.

Employee No. ✓ Status: ✓

Division: ✓ Code:

Signature over Printer Name ✓

Designation: ✓

Service: ✓

Page 1 of 1