



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Application of Provident Loan Checklist

- ☐ Disbursement Voucher (2 copies)
- ☐ Letter of Request (2 copies)
 *with complete details and duly signed by borrower
- ☐ Loan Application Form (Page 1 and 2)(2 copies)
- ☐ Authorization for Salary Deduction (2 copies)
- ☐ Borrowers latest payslip - original and photocopy
- ☐ Borrowers photocopy of ID (2 copies)with 3 signature
- ☐ Co-maker's latest payslip - 2 photocopies
 *Not a co-maker for at least (3) PF loans with outstanding balances
- ☐ Co-maker's photocopy of ID (2copies) with 3 signature
- ☐ If ADA, attach photocopy of LBP Card with 3 signatures
- Additional requirement if additional loan :
- ☐ Hospitalization/ Medical Expenses
- ☐ Medical Abstract/ Certificate/ Prescription/Diagnosis
- ☐ Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity/ Pictures of damages

Notes:

- *At least Php5000.00 net take home pay after the deduction of amortization of this loan
- *Co-maker should have a permanent status of employment
- *Co-maker has a monthly basic salary of greater than or equal to that of the borrower's monthly basic salary

I hereby certify that the above documents are complete and arranged
 in order as per checklist.

Signature Over Printed Name / Date

REMARKS:

Submitted by: _____
 Date: _____



Address: Brgy. Potol, Tayabas City
 Telephone No.: (042) 785-9615
 Email Address: tayabas.city@deped.gov.ph
 Website: <https://www.sdottayabascity.ph>

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