



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 with 3 signature
*Not a co-maker for at least (3) PF loans with outstanding balances
- Co-maker's photocopy of ID (2copies)

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:

Pre-audited by: _____

Date: _____



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

Doc. Ref. Code	SDO-OSDS-F050	Rev	0
Effectivity	01.08.2024	Page	1 of 1



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 with 3 signature
*Not a co-maker for at least (3) PF loans with outstanding balances
- Co-maker's photocopy of ID (2copies)

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:

Pre-audited by: _____

Date: _____



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

Doc. Ref. Code	SDO-OSDS-F050	Rev	0
Effectivity	01.08.2024	Page	1 of 1