



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

Date

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent
City School Division of the City of Tayabas
Barangay Potol, Tayabas City

Sir:

Greetings of Peace!

I would like to request permission to avail the (Multi-Purpose /Additional /Emergency) Provident loan worth _____ for _____.

Yours truly,

Signature over Printed Name

Designation: _____
School/Office: _____
Station Code: _____
Division Code: 404 _____



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

ANNEX "A"

Date Submitted: _____ Loan Amount: PhP _____ Type of Loan: <input type="checkbox"/> Multi-purpose <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Additional Term: _____ Mode of Release: <input type="checkbox"/> Provident Check <input type="checkbox"/> ADA (LBP Account No.: _____)	Loan Application No. _____ Purpose: <input type="checkbox"/> Educational <input type="checkbox"/> Hospitalization/Medical <input type="checkbox"/> Long Medication/Rehabilitation <input type="checkbox"/> House Arrears/Equity <input type="checkbox"/> House Repair - Major <input type="checkbox"/> House Repair - Minor <input type="checkbox"/> Payment of Loans from Private Institution <input type="checkbox"/> Calamity Others (specify): _____
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BORROWER'S INFORMATION		
(Surname) _____	(Firstname) _____	(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 Signature	Specimen Signature	

CO-MAKER'S INFORMATION		
(Surname) _____	(Firstname) _____	(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 Signature	Specimen Signature	

LOAN AGREEMENT	
<p>I hereby apply for a Provident Fund Loan in the amount of PESOS: (P _____). 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.</p> <p>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.</p>	<p>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.</p> <p>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.</p>
_____ Signature of Borrower over Printed Name	_____ Date
_____ 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 permanent/ co-terminus employee of this Office and is not on leave of absence 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.	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.
GRASIELA L. HERNANDEZ _____ Signature over Printed Name Designation: ADMINISTRATIVE OFFICER IV/HRMO II Date: _____	MARIA HANNAH DE IMUS PEREZ-FORMENTO _____ Signature over Printed Name Designation: ATTORNEY III Date: _____



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ANNEX "A"

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted:

- Loan Application Form (LAF) - two (2) copies
 - Authorization to Deduct - two (2) copies
 - Print out of EHRIS-generated pay slip, certified correct by Personnel Division/Unit - original
 - Photocopy of DepEd ID
 - Certification of pending loan application/s with other lending institutions - two (2) copies
 - *if ADA, Photocopy of LBP ATM card
- 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: **VIOLY MARIE Q. BULANDOS**
 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: **VIOLY MARIE Q. BULANDOS**
 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. Age: _____
 - Co-Maker will not reach the mandatory age retirement on or before the maturity of his/her loan. Age: _____
 - 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 50% of the principal of the existing loan.
- Percentage of principal paid: _____

Verified by: **CONRADO C. GABARDA**
 Date: _____

D. Computation of Loan:

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

VIOLY MARIE Q. BULANDOS
 Administrative Assistant III

 Signature over Printed Name
 Reviewed by: **AGNES M. LUZADAS**
 Accountant III

 Signature over Printed Name

Remarks:

Recommending Approval:

CONRADO C. GABARDA
 Administrative Officer V
 Head, Secretariat, PF
 Signature over Printed Name
 Date: _____

- ACTION TAKEN:**
- Approved
 - Disapproved

CELEDONIO B. BALDERAS, JR.
 Schools Division Superintendent
 Chairperson of the Board
 Signature over Printed Name
 Date: _____



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

Doc. Ref. Code	SDO-ODSD-F088	Rev	00
Effectivity	04.22.2026	Page	0 of 4



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Authorization for Salary Deduction

Personnel Division/Unit

(Address)

I hereby authorize the deduction of _____
_____ PESOS (**P** _____) from my 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 the account of the DepEd Provident Fund as receivables on
the said loans.

Signature of Borrower over Printed Name

Employee No.: _____ Status: **PERMANENT** Designation: _____
Division: **TAYABAS CITY** Code: **404** Service: _____