



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

July 31, 2023

DIVISION MEMORANDUM

No. **377** , s. 2023

AVAILMENT OF PROVIDENT FUND (PF) LOAN

To: Assistant Schools Division Superintendents
Division Chiefs
Functional Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. The Department of Education (DepEd) has increased the ceilings on the Provident Fund (PF) loans to further assist teachers and non-teaching personnel with their financial needs.

2. Based on DepEd Order No. 003, s. 2022 issued on February 7, 2022, the maximum amount that can be loaned under the DepEd Provident Fund (PF) Program has been specified, and the approving authorities have been delegated. The maximum loan amount for a PF Multi-Purpose Type Loan is now P100,000, while the Additional Loan Type for emergency situations has been increased to P200,000 from the previous amount of P100,000 that will be approved by the Schools Division Superintendent.

3. To apply for the said loan program, the interested borrower must submit the following documents to the Division Office, attention to the Personnel Unit, to wit:

No. of Copies	Document	Where to Secure
2 Original	Duly Accomplished Application Form & Authorization for salary deduction	Employee
2 Original	Authorization for Salary Deduction	Employee
1 Original & 2 Certified Copies	Latest payslip of the Borrower and Co-Maker	Employee
2 Certified Copies	Latest payslip of the Co-Maker	Employee
1 Copy	Photocopy of DepEd ID (Front and Back)	Employee
1 Original	Letter of Request (Original Copy with Signature of Borrower & Indicating Loan Amount), requesting others, the specific purpose for which the loan will be used, including the appropriate supporting documents.	Employee
2 Original	Updated Statement of Account (SOA) for renewal of loan or has an existing loan	Accounting Unit
1 Copy	Photocopy of ATM	Employee



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-27-28; Email Address: pampanga@deped.gov.ph





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Region III
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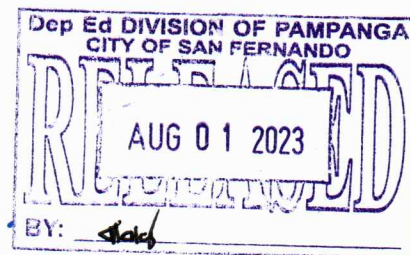
4. If an employee has outstanding undeducted loans on their latest payslip, they will not be approved for a provident loan application. Employees renewing their provident loan must have paid at least 30% of the original loan amount and have no outstanding undeducted payments.
5. The approval for the Multi-Purpose Loan will be recommended by the Head of the Schools Division PF Board Secretariat, and the final approval will come from the Schools Division Superintendent (SDS).
6. Additionally, the provident fund loan interest rate is 6% diminishing, which is currently the lowest in the market. No service fees are deducted in advance, and the loan amount is equal to the total proceeds.
7. For information, guidance, and wide dissemination.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

Encl.: As stated

AOAS/07-70-23

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DEPARTMENT OF EDUCATION
 Division of Pampanga
 Finance Division
Payment Processing Sheet - Provident Loan

Payee: _____

CHECKLIST OF SUPPORTING DOCUMENTS		
NO.	PARTICULARS	REMARKS
PROVIDENT FUND LOAN (2 copies each)		
1	Duly Accomplished Application Form & Authorization for salary deduction - (Original) - Two (2) Copies	
2	Authorization for Salary Deduction - (Original) - Two (2) Copies	
3	Latest payslip indicating monthly salary deductions borrower - (Original) & Two (2) Certified Copies	
4	Latest payslip co-maker must be same or above salary grade of the borrower - Two (2) Certified Copies	
5	Photocopy of Deped ID (Front and Back) - One (1) Copy	
6	Updated Service Record of the borrower and co-maker (Request Personnel Unit) - One (1) Copy	
7	Approved Appointment (for FIRST TIME borrowers) - One (1) Copy	
8	Letter (Original Copy w/ Signature of Borrower & Indicating Loan Amount), requesting others, the specific purpose for which the loan will be used, including the appropriate supporting documents. - One (1) Copy	
9	Updated Statement of Account (SOA), if for renewal of loan or has existing loan (Accounting Unit) - (Original) - Two (2) Copies	-
10	Photocopy of ATM - One (1) Copy	

Notes: For new application, borrower should have no Undeducted (UNDE) Loans.

For renewal of loans, atleast 30% of the original loan amount is paid and no Undeducted (UNDE) Loans.

To: _____

Respectfully returned due to the following:

Released: _____

Date: _____ Time: _____

Note: Required documents marked with (*) may be submitted through email, if not initially submitted.



Republic of the Philippines
Department of Education
Provident Fund

Date Submitted: []

Loan Application No. []

Loan Amount: PhP []

Type of Loan: [] Term: [] year/s

- Multi-purpose
New
Renewal
Additional

- Purpose:
Educational
Hospitalization/Medical
Long Medication/Rehabilitation
House Arrears/Equity
House Repair - Major
House Repair - Minor
Payment of Loans from Private Institution
Calamity
Other (specify):

Borrower's Information

Co-Maker's 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:

(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:

Specimen Signatures:

LOAN AGREEMENT

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.

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, through full payment in cash.

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 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.

DEXTER E. PANGILINAN
Administrative Officer IV

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. ARNOLD ADELO P. OBILLOS
Legal Officer III

Date:

SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: (Two copies of each)

- Loan Application Form (LAF)
 Authorization to Deduct
 Latest copy of payslip
 Photocopy of DepEd ID
 Approved Appointment (for FIRST TIME borrowers and Co-terminus employees only)
 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); Service Record

- 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:	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:	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:
Age:

Verified by:	Date:

D. Computation of Loan:

Principal Amount of Loan	Php _____	Net Take Home Pay after Deduction	Php _____
Less: Outstanding Balance of Loan to be Renewed		Monthly Amortization	Php _____
Principal	Php _____	Period of Loan (mm/yy-mm/yy)	_____
Interest	_____	Date Processed:	_____
Net Proceeds	Php _____		

Processed by: **FATIMA JOY L. MANIEGO**
 Administrative Aide II
 (PF Secretariat)

Remarks:

Reviewed by: **ERWIN M. CRUZ**
 Accountant III
 (PF Secretariat)

ACTION TAKEN:

Recommending Approval:

JB B. MANALANG
 Administrative Officer V

Head, PF Secretariat
 Date: _____

- Approved
 Disapproved

ROMEO M. ALIP, PhD, CESO V
 Schools Division Superintendent

Chairperson of the Board
 Date: _____



AUTHORIZATION FOR SALARY DEDUCTION

The HRMO Personnel Division
DepED Division of Pampanga

I hereby authorize the deduction of _____ PESOS
(P _____) from my salary for _____ months, starting in _____ 20__ to.
(P _____, 20__ or until my total outstanding loan of _____ PESOS
(P _____) has been fully paid. Amount deducted shall **be credited to the account** of the **DepED Provident Fund** as
receivables on the said loans.



Signature over Printed Name

Employee No. _____ Status: _____ Designation: _____
Division: _____ Code: _____ Service: _____

AMORTIZATION SCHEDULE

Amount of Loan	(12 months)	(24 months)	(36 months)	(48 months)	(60 months)
P 10,000.00	860.67	443.21	304.22	234.86	193.33
20,000.00	1,721.33	886.42	608.44	469.71	386.66
30,000.00	2,582.00	1,329.62	912.66	704.56	579.99
50,000.00	4,303.33	2,216.04	1,521.10	1,174.26	966.65
100,000.00	8,606.65	4,432.07	3,042.20	2,348.51	1,933.29

Please encircle preferred amortization schedule (subject to computation of monthly net take home pay)



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The HRMO Personnel Division
DepED Division of Pampanga

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Signature over Printed Name

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