

MANPOWER REQUEST FORM

POSITION TITLE Loan Processor (Provincial Hub -Davao)	NUMBER 2	DATE NEEDED Immediate	HRD REFERENCE NO.
UNIT/SECTION Loan Processing Unit	DEPARTMENT CAD	AGE RANGE 21-35 yrs. Old	SEX Female
Please check status : <input type="checkbox"/> Vacant/Replacement <input checked="" type="checkbox"/> New Post/ Approved <input type="checkbox"/> Project Hire	BUDGET STATUS <input checked="" type="checkbox"/> Budgeted <input type="checkbox"/> Not Budgeted	DURATION OF TEMPORARY	EDUCATIONL ATTAINMENT PREFERRED College Graduate preferably Business course

BRIEF SUMMARY OF JOB DUTIES

1. Process/book loan accounts.
2. Review and validate the authenticity of all physical documents submitted for booking, releasing of documents and others as needed.
3. Handles Documentation and Cash Control functions (limited to check handling).
4. Handles safekeeping of collateral documents.
5. Coordinate inquiries/concerns to dealers with proper endorsement from CAD officers.


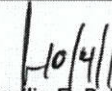
TECHNICAL KNOWLEDGE, SPECIAL TRAINING and WORK EXPERIENCE REQUIRED

- At least 1-2 years work experience in a financial institution, preferably in Loan processing. Experience in loan processing, validation & authentication of contracts and supporting documents.
- Must be very keen to details
- Must be a team-player
- With good oral and written communication

JUSTIFICATION FOR NEED

New Business Center - Davao

*w/ Az approval of
Sales/GSD - Davao BC*

REQUESTING OFFICIAL:		ENDORSEMENT:	
10/04/2017 Date	 Nedy C. Camit LP and CC Unit Head	10/04/2017 DATE	 Ms Cecilia E. Baltazar CAD Head
HRD EVALUATION			
_____ HRD _____			
NAME(S) OF PERSONNEL TO BE HIRED		APPROVED BY:	
_____		_____	

10/9/17 J

