

TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION

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 : () Vacant/Replacement (/) New Post/ Approved () Project Hire	BUDGET STATUS (/) Budgeted () 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

New Business Center - Dava	JUSTIFICA	ATION FOR NEED	w Az approval do Sales (GSD - Davao
REQUESTING OFFICIAL:	L.	ENDORSEMENT:	40/4/17
10/04/2017	Nedy C. Camit	10/04/2017	Ms Cedila E. Baltazar
Date	LP and CC Unit Head	DATE	CAD Head
	HKD	EVALUATION	
			HRD
NAME(S) OF PERSONNEL	TO BE HIRED	APPROVED BY:	

5/15/60 2/97/58 PI





TOYOTA FINANCIAL SERVICES PHILIPPINES CORPORATION

MANPOWER REQUEST FORM

Loan Processor (Provincial Hub - Batangas)	NUMBER 31	DATE NEEDED Immediate	HRD REFERENCE NO.
UNIT/SECTION Loan Processing Unit	DEPARTMENT CAD	AGE RANGE 21-35 yrs. Old	SEX Female
Please check status : () Vacant/Replacement (/) New Post/ Approved () Project Hire	BUDGET STATUS (/) Budgeted () Not Budgeted	DURATION OF TEMPORARY	EDUCATIONL ATTAINMENT PREFERRED College Graduate preferably Business course
	BRIEF SUMM	IARY OF JOB DUTIES	
 Handles Documentation ar Handles safekeeping of col Coordinate inquiries/conce 	llateral documents.		
TECHNICAL II At least 1-2 years wo	KNOWLEDGE, SPECIAL TO ork experience in a finance rocessing, validation & au ordetails	RAINING and WORK EXPERI ial institution, preferably in L ithentication of contracts and	TENCE REQUIRED
At least 1-2 years wo Experience in loan promuse Must be very keen to Must be a team-player.	critten communication	RAINING and WORK EXPERI	oan processing. supporting documents.
At least 1-2 years wo Experience in loan propertience in loan propertience in loan properties. Must be very keen to Must be a team-player With good oral and work. New Business Center - Batangar REQUESTING OFFICIAL:	criten communication JUSTIFICA Nedy C. Qamit	RAINING and WORK EXPERIMATION FOR NEED ENDORSEMENT: 09/27/2017 Ms	can processing. supporting documents. WAS approval a Batargas BC LID/4/17 CCCCilia/E. Baltazar
At least 1-2 years wo Experience in loan propertience in loan propertience in loan properties. Must be very keen to Must be a team-player With good oral and work. New Business Center - Batangar	criten communication JUSTIFICA Nedy C. Camit LP and CC Unit Head	RAINING and WORK EXPERI ial institution, preferably in L ithentication of contracts and ATION FOR NEED	who approval a Batargas BC
At least 1-2 years wo Experience in loan propertience in loan propertience in loan properties. Must be very keen to Must be a team-player With good oral and work. New Business Center - Batangar	criten communication JUSTIFICA Nedy C. Camit LP and CC Unit Head	RAINING and WORK EXPERIMATION FOR NEED ENDORSEMENT: 09/27/2017 Ms DATE	can processing. supporting documents. WAS approval a Batargas BC LID/4/17 CCCCilia/E. Baltazar

S/16/03 2:07:58 PM