



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OFFICE OF OLONGAPO CITY**

**SECRETARIAT'S ASSESSMENT/EVALUATION**

**D. Documents Submitted: (Two copies of each)**

- ☐ Loan Application Form (LAF)
- ☐ Authorization to Deduct
- ☐ Latest copy of pay slip
- ☐ 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): \_\_\_\_\_

- ☐ 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: \_\_\_\_\_

**C. 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: \_\_\_\_\_

**B. 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: \_\_\_\_\_

Reviewed by: **MICHELLE ANN SARTE**  
Accountant III

Date: \_\_\_\_\_

**A. Computation of Loan:**

Principal Amount of Loan PhP \_\_\_\_\_  
Less: Outstanding Balance of Loan to be Renewed  
Principal PhP \_\_\_\_\_  
Interest \_\_\_\_\_  
Net Proceeds PhP \_\_\_\_\_

Net Take Home Pay after Deduction PhP \_\_\_\_\_  
Monthly Amortization PhP \_\_\_\_\_  
Period of Loan (mm/yy – mm/yy) \_\_\_\_\_  
Date Processed: \_\_\_\_\_

**MICHELLE ANN SARTE**  
Accountant III  
Processed by: \_\_\_\_\_  
Signature over Printed Name

Remarks:

**ILYNNE S. SAMONTE, CESE**  
Reviewed by: Assistant Schools Division Superintendent  
Signature over Printed Name

**ACTION TAKEN:**

**Recommending Approval**

**ILYNNE S. SAMONTE, CESE**  
Assistant Schools Division Superintendent

Head, PF Secretariat  
Signature over Printed Name  
Date: \_\_\_\_\_

- ☐ Approved
- ☐ Disapproved

**IMELDA P. MACASPAC, Ph.D.**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
Chairperson of the Board  
Signature over Printed Name  
Date: \_\_\_\_\_



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**"SDO Olongapo City: Towards a Culture of Excellence and Character"**