

1. Application for Provident Fund Loan

- To review loan applications by checking the borrower's entitlement to loan, completeness of supporting documents and to process the release of proceeds for approved loans.

Office or Division:	Accounting Section			
Classification:	Complex			
Type of Transaction:	Government to Government (G2G)			
Who may avail:	SDO Personnel, School-based Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Provident Loan Application Form (LAF) with Authorization to Deduct (ATD) (1 Original, 2 Photocopies)		Records Unit and/or DepEd-Malolos Website		
2. Letter request addressed to Schools Division Superintendent (1 Original, 2 Photocopies)		Requesting person		
3. Latest copy of pay slip (3 Certified True Copies)		Records Unit and/or Requesting person		
4. Photocopy of DepEd ID (3 Photocopies)		Requesting person		
5. Approved Appointment (for first time borrowers) (3 Photocopies)		Requesting person		
6. Other pertinent supporting document as required by reason of loan (1 Original, 2 Photocopies)		Requesting person		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit loan application form with attachments to Accounting Section	1.1. Receive Loan Application Form from the requesting borrower	None	15 minutes	Provident Accounting Staff
	1.2. Review and evaluate the accomplished LAF, verify the identity of the borrower and co-maker and check the completeness of other supporting documents.	None	30 minutes	Provident Accounting Staff
	1.3. Forward the accomplished LAF	None	1 working day	Provident Board Members (Legal

	with complete documents to the Provident Board Members for signing.			Officer, Administrative Officer for HRMO, Division Accountant, Chief Administrative Officer and Schools Division Superintendent)
	1.4. If the loan applied for is above Php 50,000 and/or is an additional loan, indorse the application to the Regional office for approval of the Regional Board Secretariat	None	5 working days	Records Section Staff/Liaison Officer
	1.5. If approved, proceed to the preparation of budget utilization request and status, journal entry voucher, disbursement voucher and authority to debit advice and forward to authorized signatories. If disapproved, notify the borrower.	None	7 hours	Provident Accounting Staff
	1.6. Advise the borrower if the loan proceeds are already released and credited to his/her ATM bank account.	None	15 minutes	Cash Personnel
TOTAL:		None	7 working days	