

Template and Guide for the Citizen's Charter

15. Processing of Loan Application

This service pertains to the approval and verification of Loans from GSIS and Private Lending Institutions of teaching and non-teaching employees in DepEd non-implementing units.

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|---|---|--|-----------------|---|
| Office or Division: | Personnel Section | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | SDO Employees | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. For GSIS Loans | | Requesting Entity Legal Unit School Head | | |
| 1.1 Recent Pay slip (one (1) photocopy) | | | | |
| 1.2 Certificate of No Pending Case (one (1) original copy) | | | | |
| 1.3 Certificate of No Leave of absence without pay for the next six (6) months (1 original 1 photocopy) | | | | |
| For online transaction: | | | | |
| 1.1.1 Submit request at email address of the SDO | | | | |
| 2. For Private Lending Institutions: | | | | |
| 2.1 Last three (3) months’ pay slip (one (1) original copy) | | | | |
| 2.2 Latest Appointment (one (1) photocopy) DepEd Email address | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all the necessary documents for loan application (walk-in/online) | 1.1 Receive the complete documents (walk-in/online) | None | 4 hours | Personnel Section – Authorized employee |
| | 1.2 Check and Evaluate loan application if eligible | None | 1 day | |

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|--|---|-------------|---------------|--|
| | 1.3 Approve / Disapprove loan application through e-confirmation of GSIS/ email | None | 1 day | |
| | 1.4 Notify the client on the action taken by the Office through email. | None | 4 hours | |
| | TOTAL: | NONE | 3 days | |