



APPLICATION FOR SALARY LOAN

I hereby apply for Salary Loan in the amount of PESOS: ONE HUNDRED SIXTY THOUSAND Php 160,000 only. I hereby swear that (1) I am up-to-date in the payment of my existing loans; (2) I have no pending application for retirement within the term of loan; (3) I am a regular/permanent employee of DEPARTMENT OF TRANSPORTATION (name of employer) and have been in the service for 8 years/months; (4) I have no leaves without pay for the past 12/ 8 months; (5) the pay slips I submitted in connection with my application for loan are correct and authentic; (6) I am not a respondent/party to any pending administrative or criminal case; (7) I have no pending/approved loan application with the any government institutions, i.e., Pag-ibig, GSIS, etc. for the last three months

I, the Co-Maker, am not a co-maker for any outstanding loan granted to Borrower under this program;

We attest that the statements declared above are true and correct to the best of our knowledge and that this application is made for the purpose and consideration expressed above. We agree that should there be any misrepresentation discovered, the Development Bank of the Philippines may cause the outright disapproval of our loan or if the loan has already been granted, the Development Bank of the Philippines, may immediately declare our loan due and demandable.

We hereby authorize the Accounting/Disbursement Department of our employer to deduct the monthly installment on this Loan from our salary or from any form of benefits due to us and to directly pay/remittance the amount so deducted to DBP for payment/application to the Loan.

BRIAN JAYSON P. UMANDAP
Signature over Printed Name of Applicant

RICARDO R. BONTACAO JR
Signature over Printed Name of Co-Maker

CERTIFICATION

Office: DEPARTMENT OF TRANSPORTATION

Date: _____

This office certifies that : (1) the above information and signature of applicant and co-maker are authentic (2) the above applicant and co-maker (a) are permanent employees of this office—have been in the government service for _____ years/months and _____ years/months, respectively, and have no leave of absence without pay for the past (12/____) months; (b) have no pending administrative and/or criminal charges filed against them; (c) have no pending application for retirement or is due for retirement within the term of the loan; (d) are up-to-date in the payment of their existing loans; and (e) no pending/approved loan application with the any government institutions, i.e., Pag-ibig, GSIS, etc. for the last three months (3) the Borrower is presently receiving a monthly net take-home pay of not less than the latest GAA requirement or prescribed company net take home pay after statutory deductions and deductions on other obligations including therein the computed amortization for the loan being applied for; and (4) the Co-Maker is presently receiving a monthly take home pay of not less than the latest GAA requirement or prescribed company net take home pay, employed in the same entity/agency of the borrower, with a higher or at least equal in rank/salary grade as of the Borrower and have not previously acted as a co-maker under this financing program unless the previous loan in which he/she acted as co-maker is fully paid. This office certifies that the net take home pay of the applicant as of _____ amounted to Php _____ and the co-maker as of _____ amounted to Php _____.

[for items (1), (2.a) and (2.c)]

Name and Signature of Certifying Official (preferably HR Head)
Head, Personnel Division

[for items (2.d), (2.e), (3) and (4)]

Head, Treasury Division

[for item (2.b)]

Head, Investigation, Security & Law Enforcement Staff