

EMERGENCY LOAN FORM

HR FORM #

EMPLOYEE'S DATA

Name: _____	Employment Status
Position: _____	<input type="checkbox"/> Core
Unit/Dept.: _____	<input type="checkbox"/> Project
Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married	Date Applied / / dd mm yy
	Date Hired / / dd mm yy

LOAN DETAILS

<p>Tuition Fee Loan</p> <p><input type="checkbox"/> Enrollment Fee</p> <p><input type="checkbox"/> Enrollment Related</p> <p>(Please give details)</p> <p>_____</p> <p>Note: Attach tuition fee from learning institution</p>	<p>Emergency Loan</p> <p><input type="checkbox"/> Medical/ Medicine Expense</p> <p><input type="checkbox"/> Urgent House Repair</p> <p><input type="checkbox"/> Funeral expense</p> <p><input type="checkbox"/> Others (Please specify)</p> <p>_____</p>
<p>Additional Justification:</p> <p>_____</p>	<p>Guarantor:</p> <p>I understand that I am standing responsible to pay all or any unpaid portion of the loan in the event the loan applicant fails to do so.</p> <p>Further, this is to authorize payroll to deduct from my salary the unpaid loan in monthly installments.</p> <p>_____</p> <p>Employee Signature Over Printed Name</p>
<p>Loan Beneficiaries:</p> <p><input type="checkbox"/> DEPENDENT <input type="checkbox"/> SELF</p> <p>Name: _____</p> <p>Relation: _____</p> <p>(Attach Birth Certificate if not yet submitted to HR)</p> <p>_____</p> <p>LOAN APPLICANT'S SIGNATURE OVER PRINTED NAME</p>	<p>AMOUNT APPLIED FOR P _____</p> <p>Requested Repayment Period</p> <p><input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months</p> <p>ENDORSED BY: _____</p> <p>HR Manager (Signature over Printed Name)</p>

APPROVAL DETAILS

<p>Approved Loan Amount P _____</p> <p>Amount per payday : _____</p> <p>Deductions to Start on : _____</p>	<p>Approved Amortization Period</p> <p><input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months</p> <p>APPROVED BY: _____</p> <p>Finance Manager (Signature over Printed Name)</p>
<p>Fund/Budget Balance before this request : Php _____</p> <p>This request : Php _____</p> <p>Fund/ Budget Balance after this request : Php _____</p> <p>VERIFIED BY : _____</p> <p>DATE : _____</p> <p>REMARKS : _____</p>	<p>CHECKED BY : _____</p> <p>DATE : _____</p> <p>REMARKS : _____</p> <p>Check Voucher : No. _____</p> <p>Check : No. _____</p>

PAYROLL DATA													
Base : PhP _____ Deduction Gov't Mandated : _____ Existing Loan : _____ Net Take Home : PhP _____ Guaranteed 60% : PhP _____ Money to Spare : PhP _____	Other Existing Loan, if any. <table style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Gov't Agency</th> <th style="text-align: center;">Company</th> </tr> </thead> <tbody> <tr> <td>SSS Salary Loan _____</td> <td>Tuition Fee _____</td> </tr> <tr> <td>SSS Calamity _____</td> <td>Emergency Loan _____</td> </tr> <tr> <td>Pag-ibig Loan _____</td> <td></td> </tr> <tr> <td>Car Loan _____</td> <td>Payment Percentage _____ %</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 10px;"> Verified By: _____ Payroll Officer </div>			Gov't Agency	Company	SSS Salary Loan _____	Tuition Fee _____	SSS Calamity _____	Emergency Loan _____	Pag-ibig Loan _____		Car Loan _____	Payment Percentage _____ %
Gov't Agency	Company												
SSS Salary Loan _____	Tuition Fee _____												
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Car Loan _____	Payment Percentage _____ %												
EMPLOYEE NOTIFICATION & AUTHORITY TO DEDUCT FROM SALARY													
Approved Loan Amount P _____ Amount per payday PhP _____ Deductions to Start on _____ This is to acknowledge receipt of the check due me and likewise to authorize payroll to deduct from my salary the corresponding amount until this loan is settled.		Approved Amortization Period <input type="checkbox"/> 6 months <input type="checkbox"/> 9 months <input type="checkbox"/> 12 months <div style="text-align: right; margin-top: 20px;"> _____ Employee Signature </div>											