



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 14 2022

MEMORANDUM

ADDITIONAL REQUIREMENTS FOR PROVIDENT LOAN APPLICATION

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. This is issued pursuant to Regional Memorandum No. NCR-45, s. 2019 entitled "Guidelines on Evaluation of Provident Fund Loan Applications". Particular attention is invited to page 2 paragraph 1 for the signature of Legal Officer / Attorney III.
2. The following are the requirements in applying for the Provident Loan (to be submitted in duplicate copies):
 - a. Accomplished Provident Fund Loan Form
 - b. Valid Government ID of the borrower and co-maker
 - c. Latest Payslip (1 month only)
 - d. Certification of NO PENDING CASE
 1. For teaching personnel, request may be facilitated through (bit.ly/31flWM6)
 2. For non-teaching personnel, request coursed through the Division Legal Unit
 - e. Purpose of Loan
 1. Statement of House Arrears
 2. Statement of Official Receipt
 3. Bill of Materials for House Repair with pictures
 4. Official Receipt/Doctor's Prescription
3. For the information and guidance of the field.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Accounting/Provident Fund
391 / November 14, 2022

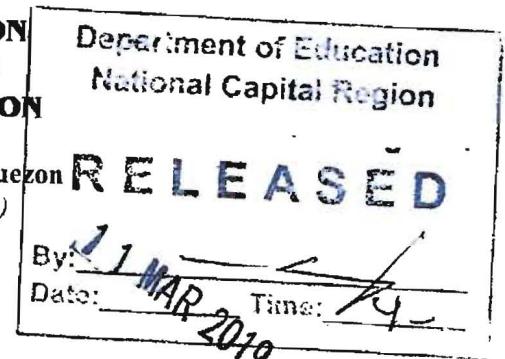


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Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)



REGIONAL MEMORANDUM
No. NCR- 45, s. 2019

March 04, 2019

GUIDELINES ON EVALUATION OF PROVIDENT FUND LOAN APPLICATIONS

TO : Schools Division Superintendents

1. This is issued pursuant to DepEd Order No. 12, s. 2004, DepEd Order No. 20, s. 2012, DepEd Order No. 52, s. 2017 and DepEd Order No. 037, s. 2018, to serve as guide in the evaluation and processing of applications for Provident Fund Loan at the Divisions.
2. Per DepEd Order No. 037, s. 2018 amending provisions of DepEd Order No. 12, s. 2004, there are two (2) types of Provident Fund loans that may be applied for, to wit:

Type of Provident Loan	Purpose	Requirements	Maximum Amount
1) Multi-Purpose Loan	Educational, medical, or emergency needs of the teacher/employee or the immediate and other members of the family; major or minor house repairs/improvements; payment of loans from other institutions (PLIs) and/or government financial institutions (GFIs); livelihood, and for other legal purpose	1. Accomplished Loan Application Form (LAF) using the latest revised form 2. Latest pay slip/payroll indicating the monthly salary deductions 3. Authorization to Deduct 4. Photocopy of DepEd ID	Up to P100,000
2.) Additional Loan	For extreme emergency cases only such as: a. Payment of hospital bills of the employee-borrower's or member of his/her family within the 3 rd civil degree of	5. Co-maker with the following qualifications: a. With permanent status of employment b. Has been in the service with the Department	Up to P100,000 on top of the Multi-purpose loan (DepEd Order No. 20, s. 2012)

	consanguinity or affinity; or b. Death of a member of the employee-borrower's family within the third civil degree of consanguinity/affinity; or c. Borrower is a direct victim of a natural or man-made calamity, such as typhoons, fire, robbery, armed conflict, and others.	for at least one (1) year, inclusive of services rendered as COS within the last five years, if any; c. Has a monthly basic salary of greater than or equal to that of the borrower's salary; d. Not a co-maker for at least three (3) PF loans with outstanding balances. Additional Documents for Additional Loan: 1. Letter request 2. Hospitalization/ Medical Expenses 3. Medical Abstract/ Certificate/ Prescription/Diagnosis 4. Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity	
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1. Per Regional Board of Trustees Resolution No. 001, s. 2019, the **approval of Multipurpose Loan** is delegated to the Division Superintendent, subject to evaluation by the Division Secretariat whose members are designated in Regional Memorandum No. 26, s. 2019 dated February 4, 2019 as follows:

Administrative Officer (Administrative Section)
Accountant
Legal Officer/Attorney III

2. As stated in par no. 1 of DepEd Order No. 037, s. 2018, applications for **Additional Loan** at the **Regional and Schools Division PF Chapters shall be approved** by the **PF Regional Board of Trustees**. However, the Division Secretariat. For this purpose, the School Division Superintendent shall serve as head of the Secretariat per Regional Memorandum No. 26, s. 2019, who shall recommend approval in the prescribed Form. The Division Secretariat shall evaluate the application if it falls under **Additional Loan** and recommend for approval of the Regional Board. If the purpose of the *Additional Loan* does not meet the conditions, the Division Secretariat shall immediately disapprove the loan request and notify the concerned teacher/employee-borrower.
3. All PF loan applications in the Division shall be evaluated by the Division Secretariat and accomplish the Revised Form accordingly. As to **Additional Loan** application, the head of the Division Secretariat shall recommend for approval to the Chairperson of the Regional Provident Fund Board.
4. The Division render monthly/quarterly reports to the Regional Board on the status of operations and financial condition of the Fund.
5. All applications shall be subject to the capacity to pay of the employee-borrower and the prescribed net take home pay.
6. The interest rate for PF loan is 6% per annum, with no grace period on the start of payment of loan, computed using the diminishing/declining balance method.
7. Newly hired teachers are allowed to avail of PF loan equivalent to his/her one month basic salary, payable in 6 months, on the same rate of interest, diminishing balance method (par. 2 of DepEd Order No. 037, s. 2018).
8. Renewal of loan may be allowed provided that:
 - a) 30% of the existing loan has been paid;
 - b) there are no pending applications for new loans, and
 - c) the balance of the principal amount shall be deducted from the new loan.
11. For information and compliance.



WILFREDO E. CABRAL

Officer-in-Charge
Office of the Regional Director