MEMORANDUM TO:
OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary Schools Principals
Officers-in-Charge
All Concerned

ADVISORY

"ACKNOWLEDGMENT EMAIL" AS AN ALTERNATIVE TO CO-MAKER'S "ACTUAL SIGNATURE" ON PROVIDENT LOAN APPLICATION FORMS DURING THE ENHANCED COMMUNITY QUARANTINE (ECQ) RELATIVE TO THE COVID-19 OUTBREAK

In view of the current ECQ implementation, in observance of the protocol mandated by RA 11469 or the "Bayanihan to Heal as One Act ", and City Ordinance No.49 s. 2020 or "Strict Home Quarantine Implementation Ordinance", insofar as the requirement on co-makers signature/consent is concerned for purposes of provident loan application, the applicant may instead secure for an acknowledgment email from the co-maker instead of his or her actual signature affixed on the application form.

As an alternative mechanism, the applicant shall send a copy or picture of the accomplished provident loan application form to his or her intended co-maker and the latter must email back stating his or her consent or approval thereeto, attaching a copy or picture of his/her DepEd ID/any valid government issued ID.

Kindly indicate in the email subject: CO-MAKER'S APPROVAL FOR THE PROVIDENT LOAN APPLICATION OF (state applicant's full name).

Such reply and other documentary requirements shall then be forwarded by the applicant/borrower to the HRMO via verifier.ncr.lrego@deped.gov.ph, using his/her DepEd email.

Please note that all other requirements or eligibilities to avail of the provident loan shall subsist except for this modified procedural scheme for convenience and expediency. This shall be coterminal with the ECQ period and shall be automatically reverted soon as the ECQ is lifted.

Immediate and urgent dissemination of this Advisory is desired.

SHERYLL T. GAYOLA (Sgd.)
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

Maka-Diyos, Makatam, Makaalikasan at Makabansa
CHECKLIST OF REQUIREMENTS FOR PROVIDENT LOAN APPLICATION

1. ACCOMPLISHED APPLICATION FORM
2. SCANNED/PICTURE OF DEPED ID/ANY VALID GOVERNMENT-ISSUED ID
   of both borrower and co-maker
3. PHOTOCOPY OF MARCH 2020 PAY SLIP of both borrower and co-maker (using your DepEd email, send request for a copy of your pay slip and that of your co-maker to irenesanchez@deped.gov.ph. Please attach the accomplished APPLICATION FORM for PROVIDENT LOAN and consent email of co-maker.)
CERTIFICATE OF EMPLOYMENT AND CREDIBILITY

Office: ________________________________ Date: ______________

This Office certifies that (1) the above applicant is a / permanent / casual employee of this Office and is not on leave of absence without pay; (2) there is no pending administrative charge against him; (3) the net pay of the borrower indicated sufficient to cover monthly installments of this loan (4) the information reported by said applicant is true and correct.

For Casual Employees:
No. of Years in Service: ______________
No. of Leave Credits: ______________

INDORSING OFFICIALS

HRMO

ARACELI D. DY
Head Teacher III
OIC, HRMO

LEGAL UNIT

CEASAR AUGUSTOS E. CEBUJANO
Attorney III

FOR SECRETARIAT USE ONLY:

Documents Submitted
( ) Payslip
( ) Photocopy of Payroll/Payslip
( ) Statement of House Arrears
( ) Others

( ) Statement or Official Receipt of Tuition Fee
( ) Bill of Materials for House Repair

( ) Official Receipt/Doctor’s Prescription
( ) Approved Appointment

Computation of Loan
Amount of Loan Applied For __________________________
Balance on Previous Loan __________________________
Net Proceeds __________________________

Amount of Monthly Amortization __________________________
Amortization Schedule __________________________

IVY R. RUALLO
Administrative Assistant III
OIC, Accounting Unit

ACTION TAKEN: ( ) Approved ( ) Disapproved

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Schools Division Superintendent

Approval/Disapproval of special loan by Board Chairman upon the recommendation of the Secretariat.
Republic Of The Philippines  
DepEd PROVIDENT FUND (NATIONAL CAPITAL REGION)  
Misamis Street, Bago-Bantay, Quezon City

Loan Application No.: ____________________________

New: ___________________  Renewal: ________________

TYPE OF LOAN: ( ) Regular  ( ) Special

Educational  Hospitalization/Medical
House Arrears  Major House Repair
Payment of Loan from Private Institution
Others (pls. specify) ____________________________

<table>
<thead>
<tr>
<th>BORROWER'S INFORMATION</th>
<th>CO-MAKER'S INFORMATION</th>
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<tbody>
<tr>
<td>(Last Name)</td>
<td>(Last Name)</td>
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<tr>
<td>(First Name)</td>
<td>(First Name)</td>
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<tr>
<td>(M.I.)</td>
<td>(M.I.)</td>
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<tr>
<td>Home Address</td>
<td>Home Address</td>
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<tr>
<td>Date of Birth</td>
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<tr>
<td>Position</td>
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<td>Division/Office</td>
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<td>Monthly Salary</td>
<td>Monthly Salary</td>
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<td>Status</td>
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<tr>
<td>No. of Years in Service</td>
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SPECIMEN SIGNATURES (2 below)

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<thead>
<tr>
<th>APPLICATION AGREEMENT</th>
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| I hereby apply for a Provident Fund loan in the amount and at the amortization schedule stated below. In consideration of the grant thereof, I promise to pay all the installments due and bind myself to the terms and conditions of the loan. Accordingly, I hereby authorize the deductions of the monthly amortization from my salary when due. Should I be separated from the service, I also hereby agree to settle my outstanding loan balance before the date of my retirement/separation from the service, either through full payment in cash of issuance of a duly notarized promissory note.

Signature of Borrower  
Employee No. ____________________________  
Date ____________________________

<table>
<thead>
<tr>
<th>CO-MAKER'S INFORMATION</th>
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<tbody>
<tr>
<td>Co-Maker's Signature</td>
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<tr>
<td>Over Printed Name</td>
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<tr>
<td>Date</td>
</tr>
<tr>
<td>Employee No. __________</td>
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</tbody>
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<tr>
<th>AMORTIZATION SCHEDULE</th>
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<tbody>
<tr>
<td>Amount of Loan (12 months)</td>
</tr>
<tr>
<td>5,000.00</td>
</tr>
<tr>
<td>10,000.00</td>
</tr>
<tr>
<td>20,000.00</td>
</tr>
<tr>
<td>30,000.00</td>
</tr>
<tr>
<td>50,000.00</td>
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</tbody>
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Pls. encircle [refer amortization schedule (subject to computation of monthly net take home pay)]

<table>
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<tr>
<th>AUTHORIZATION FOR SALARY DEDUCTION</th>
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<tbody>
<tr>
<td>The HRMO V, Personnel Division</td>
</tr>
<tr>
<td>DepEd Meralco Avenue, Pasig City</td>
</tr>
</tbody>
</table>

I hereby authorize the deduction from my salary the amount of ____________ PESOS (P ____________) for _____ months starting in ____________ , 20___, or until my total amount of ____________ PESOS (P ____________) has been paid. Amount deducted shall be credited to the account of DepEd Provident Fund amortization on said loan.

(Signature of Borrower Over Printed Name)

Employee No. ____________________________  
Designation Position ____________________________  
Division MARIKINA CITY  
Service/Center/Bureau ____________________________  
Status ____________________________