**DECS PROVIDENT FUND CHECKLIST**

Borrower’s Name:

Loan Amount:

Type of Loan: NEW/ RENEWAL / ADDITIONAL

Purpose:

[ ]  Educational

 [ ]  Hospitalization/Medical

 [ ]  Long Medication/Rehabilitation

 [ ]  House Arrears/Equity

 [ ]  House Repair/Major

 [ ]  House Repair/Minor

 [ ]  Payment of Loans from Private Institution

 [ ]  Calamity

 [ ]  Others (specify):

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

**FOR MULTIPURPOSE LOAN–** (up to Php 100,000.00)

[ ]  NEW [ ]  RENEWAL

* [ ]  Letter Request to Regional Director (*new loan*)
* [ ]  Subsidiary ledger - computation table from Accounting Section
* [ ]  Provident Fund Loan Application Form from General forms Portal
* [ ]  Photocopy of latest payslip
* [ ]  Photocopy of DepEd ID or any government issued ID
* [ ]  Letter of validation from Personnel section

**FOR ADDITIONAL LOAN –** (up to Php 200,000.00) ***for extreme case***

* [ ]  Letter Request to Regional Director
* [ ]  Subsidiary ledger - computation table Accounting Section
* [ ]  Provident Fund Loan Application Form from General forms Portal
* [ ]  Photocopy of latest payslip
* [ ]  Photocopy of DepEd ID or any government issued ID
* [ ]  Letter of validation from Personnel section

**REFERENCES**: *DepED Order: (Nos. 12, s. 2004; 36, s. 2007;52, s. 2017 and 037, s 2018)*

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: