**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.

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Signature over Printed Name / Date

Email Address:

Contact Number/s: