



SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: (Three copies of each)

- ☐ Loan Application Form (LAF)
- ☐ Authorization to Deduct
- ☐ Latest copy of pay slip
- ☐ Photocopy of DepEd ID
- ☐ Approved Appointment (for FIRST TIME borrowers and Co-terminus employees only)
- ☐ Document showing proof that the co-terminus employee has rendered at least 2 years service in DepEd, e.g. Notarized Contract of Service
- ☐ Others (specify): \_\_\_\_\_

- ☐ Additional documents for Additional Loan:
- ☐ Letter request
- ☐ Hospitalization/Medical Expenses
- ☐ Medical Abstract/Certificate/Prescription/Diagnosis
- ☐ Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity

Reviewed by:	Date:
REYCELLE E. AGATEP	

B. Completeness and Veracity of Submitted Documents:

- ☐ Signed and completely filled out LAF
- ☐ Complete supporting documents for type of loan applied for
- ☐ Signatures on LAF are by authorized signatories

Reviewed by:	Date:
REYCELLE E. AGATEP	

C. Eligibility of the Borrower and Co-Maker

- ☐ Borrower will not reach the mandatory age retirement on or before the maturity of his/her loan.
- ☐ Co-Maker will not reach the mandatory age retirement on or before the maturity of his/her loan
- ☐ Borrower has Outstanding PF Loan Balance:

☐ Current Loan Balance

Amount: ₱

☐ Past-Due Loans

Amount: ₱

☐ No. of Years/Months Past-Due: 

Years:

Months:
- ☐ Borrower's Net Take-Home Pay after deduction of monthly amortization of the loan being applied for is equal to or higher than the required threshold for the current year.
- ☐ For renewal of loans: Borrower has paid at least 30% of the principal of the existing loan.

☐ Percentage of principal paid: %

Age:
Age:

Verified by:	Date:
REYCELLE E. AGATEP	

D. Computation of Loan:

Principal Amount of Loan ₱

Less: Outstanding Balance of Loan to be Renewed

Principal ₱

Interest ₱

Net Proceeds ₱

Net Take Home Pay after Deduction ₱

Monthly Amortization ₱

Period of Loan (mm/yy-mm/yy)

Date Proceed:

Processed by: REYCELLE E. AGATEP

Signature over Printed Name

(PF Secretariat)

Reviewed by: JEANETTE C. GOCELA

Signature over Printed Name

(Payroll Officer)

Remarks:

ACTION TAKEN:

Recommending Approval:

MALOU S. OMOSAY

Head, PF Secretariat

Signature over Printed Name

Date:

- ☐ Approved
- ☐ Disapproved

MANUEL O. CABERTE

Chairperson of the Board

Signature over Printed Name

Date:



Authorization for Salary Deduction

Personnel Division  
DepEd, Siargao Division

I hereby authorized the deduction of \_\_\_\_\_ PESOS  
(P \_\_\_\_\_) from my salary for \_\_\_\_\_ months, starting in \_\_\_\_\_ 20\_\_\_\_\_ to  
\_\_\_\_\_, 20\_\_\_\_\_ or until my total outstanding loan of \_\_\_\_\_ PESOS  
(P \_\_\_\_\_) has been fully paid. Amount deducted shall be credited to the account of the DepEd Provident Fund as receivables on the said  
loans.

Employee No.:	_____	Status:	_____	_____	Signature over Printed Name
Division:	_____	Code:	_____	Designation:	_____
				Service:	_____