



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OFFICE OF DAVAO ORIENTAL

March 27, 2024

DIVISION MEMORANDUM

No. 037, s. 2024

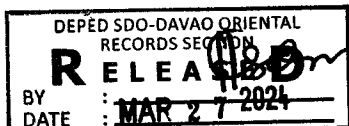
PROVIDENT FUND LOAN APPLICATION REQUIREMENTS

To: Assistant Schools Division Superintendent
 Division Chiefs and Section Heads
 Heads of Public Elementary and Secondary Schools
 All Others Concerned

1. This is to inform all employees of this Division of the necessary documentation required for Provident Fund Loan applications. Regardless of the amount applied for, whether 50,000.00 or 100,000.00 the following attachments shall be provided along with your loan applications;

BORROWER	CO-MAKER
1. Recent Payslip	1. Recent Payslip
2. Appointment Letter(new applicants	2. 2 Identification card (xerox copy with 3 specimen signature)
3. 2 Identification card (xerox copy with 3 specimen signature)	<p>Same or Higher Salary Grade:</p> <p>Co-maker must hold the same or a higher grade than the borrower.</p> <p>Higher Net Take Home Pay (HNTTP)</p> <p>Co-maker's net take home pay should be higher than that of the applicant.</p>
4. Purpose: Repair – Program of works Pictures Educational – Cert. of Enrollment Cert. of Registration Summary of Expenses	
Medical - Abstract Doctor's Diagnosis	
Payment of loan – Statement of Account	
Note: submit 2 sets of documents	

2. Please ensure that all documents are complete and accurate to expedite the processing of your loan application. Incomplete submission may lead to delays.



10:52 A.M

DR. JOSEPHINE L. FADUL
 Schools Division Superintendent



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"Where the Sunrise Beckons the Sweetest Smile"