



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City
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DIVISION ADVISORY

To: **ALL EMPLOYEES**

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent
Officer In-Charge

Subject: **Additional Provident Fund Allocation**

Date: **January 26, 2018**



1. This Office has received an Additional Provident Fund Allocation from the Department of Education Region 10.
2. In view hereof, all employees are encouraged to avail the said loan provided that certain requirements are met. Below are some of the policies and guidelines in availment of the said Provident Fund:
 - a. The beneficiaries of the Fund are the teachers as defined in the Magna Carta for Public School Teachers and the administrative support staff (non-teaching) of the Central, regional, division and other field offices of the Department of Education who have permanent/regular status of employment and who incur official payroll deductions (DepEd Order No.12, s.2004). Qualified co-terminus employees who have been in the service with DepEd for at least two years, inclusive of services rendered as Contract of Service (COS) within last five years may also allowed to avail the Fund (DepEd Order No. 52, s. 2017).
 - b. Pursuant to Resolution Nos. 02 and 03, s. 2007 of the National Board of Trustees of the DepEd Provident Fund, the pertinent provisions of DepED Order No. 12, s. 2004, entitled Revised Implementing Guidelines for the DepEd Provident Fund are hereby amended as follows:
 - b.1. Section X.4
 - The loan shall be used for emergency needs of the teacher/employee, or immediate and other members of his/her family up to the fourth degree of civil consanguinity or affinity:

Copies furnished:
Person Concerned
Records Section-Division Advisory



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- i. Hospitalization and/or medical expenses resulting from an accident/illness;
- ii. Death of immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity;
- iii. Educational loans;
- iv. Minor but immediately needed repair of the house of the teacher/employee; and
- v. Other emergency expenses to be specified by the teacher/employee-applicant.

b.2 Section X.7

- The loan requirements are as follows:
 - i. Accomplished application form stating, among others, the specific purpose for which the loan will be used, including the appropriate supporting documents;
 - ii. Latest payslip/payroll indicating monthly salary deductions.
- c. Applicants whose net take home pay is less than Five Thousand Pesos (P5,000.00) and have undeducted obligations are not eligible to borrow from the Fund.
- d. All borrowers must have a co-maker who is permanent employee of the Department and not due for retirement during the pendency of the loan.
- e. All types of loans shall have a contractual interest rate of six percent (6%) per annum, computed using the diminishing/declining balance method, wherein the interest per installment period is calculated based on the outstanding balance of the PF loan at the beginning of each installment period.
- f. Total amount due, inclusive of principal and interest, will be payable in equal monthly amortizations. The borrower may opt for a repayment period from 12 up to 60 months, subject to his/her capacity to pay. In all cases, repayment of loans shall be through automatic payroll deduction (DepEd Order No. 52, s. 2017).
- g. The National Regional Boards may allow renewal of loan provided that fifty percent (50%) of the previous loan has been paid, there are new pending applications for new loans, and the balance of the principal amount shall be deducted from the new loan.
- h. Other conditions as may be imposed by the National/Regional Boards of Trustees.

 3. With the aforementioned policies and guidelines, all those qualified applicants are encouraged to avail the loan, subject to the availability of fund.
 4. Wide dissemination of this Memorandum is hereby enjoined.

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CERTIFICATION OF EMPLOYMENT AND CREDIBILITY

Office: DepEd- Division of El Salvador City

Date: _____

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

JEFFREY M. MARTINEZ
Administrative Officer V

ACTION TAKEN:

APPROVED
 DISAPPROVED
 OTHERS

Head Secretariat

**PROVIDENT LOAN APPLICATION
DEPARTMENT OF EDUCATION
Division of El Salvador City**

Date: _____

Name of Applicant: _____

Amount of Loan: _____

Monthly Amortization: _____

Net Take Home Pay: _____

Recommending Approval:

APPROVED:

JEFFREY M. MARTINEZ
Administrative Officer V

AGUSTINES E. CEPE, Ph.D., CESO VI
OIC-Schools Division Superintendent

**PROVIDENT LOAN APPLICATION
DEPARTMENT OF EDUCATION
Division of El Salvador City**

Date: _____

Name of Applicant: _____

Amount of Loan: _____

Monthly Amortization: _____

Net Take Home Pay: _____

Recommending Approval:

APPROVED:

JEFFREY M. MARTINEZ
Administrative Officer V

AGUSTINES E. CEPE, Ph.D., CESO VI
OIC-Schools Division Superintendent

PROVIDENT LOAN AMORTIZATION TABLE

LOAN AMOUNT	YEAR				
	1	2	3	4	5
5,000.00	441.67	233.34	163.89	129.17	108.34
8,000.00	706.67	373.34	262.23	206.67	173.34
10,000.00	883.34	466.67	327.78	258.34	216.67
15,000.00	1,325.00	700.00	491.67	387.50	325.00
20,000.00	1,766.67	933.34	655.56	516.67	433.34
25,000.00	2,208.34	1,166.67	819.45	645.84	541.67
30,000.00	2,650.00	1,400.00	983.34	775.00	650.00
35,000.00	3,091.67	1,633.34	1,147.23	904.17	758.34
40,000.00	3,533.34	1,866.67	1,311.12	1,033.34	866.67
45,000.00	3,975.00	2,100.00	1,475.00	1,162.50	975.00
50,000.00	4,416.67	2,333.34	1,638.89	1,291.67	1,083.34