



Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS
 Schools Division of Bohol

**Office of the Schools
 Division Superintendent**

June 5, 2025

DIVISION MEMORANDUM
 No. **365**, s. 2025

DEPED BOHOL'S INTERNAL GUIDELINES FOR PROVIDENT LOAN APPLICATION

To: Assistant Schools Division Superintendent
 Chiefs – SGOD & CID
 Public Schools District Supervisors
 Elementary and Secondary School Principals / Heads
 All Teaching and Non-Teaching Personnel
 All Others Concerned

1. This office issues this memorandum to formally inform all concerned personnel the designation of **MS. MARIE CHRISTIANNIE C. AGANG-ANG**, Provident Fund In-Charge of the Accounting Unit Office as the official checker/reviewer of Provident Loan Applications, effective immediately. All loan applications shall henceforth be submitted directly to her.
2. In line with this, please be guided by the revised list of required supporting documents for the processing of Provident Loan Applications. This updated list aims to streamline the review process and ensure compliance with existing guidelines and requirements.

Revised supporting documents are as follows:

- i. Duly accomplished Loan Application Form (form c/o Provident Loan in-charge);
- ii. Authority to Deduct (form c/o Provident Loan in-charge);
- iii. Latest 3 months original payslips with photocopies;
- iv. Photocopy of any valid ID/Government issued ID with signature of the applicant;
- v. Notarized Certificate of No Pending Loan Application from Other Lending Institutions (see Annex) – must fall within the cut-off dates below indicated;
- vi. Supporting document/s justifying the reason for the loan application;
- vii. Letter of Intent.

| Dates Applications are Received | Processing Date | Remarks |
|---|--|---|
| 1 st -14 th day of the month | 15 th day | Applications not included first release must submit updated supporting document for the 2 nd release process. |
| 15 th to 29 th /30 th day of the month | 30 th /31 st day | The process for the 2 nd release is subject to the availability of funds. Applications not included in the 2 nd release shall submit |



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Deped Tayo Bohol Division

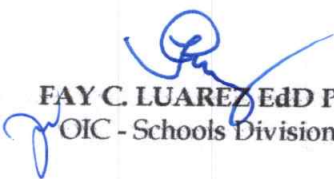
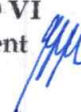




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| | | |
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| | | updated supporting documents to be considered in next month's 1 st release process. |
|--|--|--|

3. Co-makers should be with the same or higher salary grade level of the applicant and may do so only once.
4. Alterations in the application documents shall be countersigned using the longhand signature.
5. All concerned are reminded to strictly comply with the revised documentary requirements to avoid processing delays. Applications with incomplete documents will not be entertained.
6. Immediate, wide dissemination and strict compliance of this memorandum is hereby directed.


FAY C. LUAREZ, EdD PhDTM CESO VI
OIC - Schools Division Superintendent 

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CERTIFICATION

I, _____ **(Name of the Employee)** _____, of legal age, Filipino and a resident of _____ **(Complete Address)** _____, currently employed as _____ **(position/title)** _____ at _____ **(Name of office/School)** _____, do hereby certify the following:

1. That as of date of this certification, I **HAVE NO PENDING LOAN APPLICATIONS** with any government or private lending institutions;
2. That I currently have existing loans with the following government/private lending institutions:
 - (Name of Lending Institutions) – Type of Loan/Outstanding Balance
 - (Name of Lending Institutions) – Type of Loan/Outstanding Balance
 - *(add more as needed)*
3. That in the event that my net take home can no longer accommodate additional loan repayments, or falls at or below the **Minimum Monthly Net Take Home Pay (NTHP)** required by law, I undertake not to apply for any loans from other Private Lending Institutions, while my current loan application is pending verification, evaluation, and approval;
4. That this certification is issued to attest to the truthfulness of the above-stated information and in support of my Provident Loan application with the Department of Education.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, (year) at _____.

(Signature over printed name of employee)

SUBSCRIBED AND SWORN to before me this _____ day _____ of _____, (year) at, affiant exhibiting to me his/her (Valid/Government Issued ID type and Number), issued on _____ at _____.

NOTARY PUBLIC

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of (year).