

DEPARTMENT OF JUSTICE PROVIDENT FUND (DOJPF), INC.

DOJ Building, Padre Faura St., Ermita, Manila

PROVIDENT LOAN APPLICATION FORM

No. _____

**THE BOARD OF TRUSTEES
DOJPF –MANILA
GENTLEMEN:**

I have the honor to apply for **Provident Loan** in the amount of:

- | | | |
|---|--|--|
| <input type="checkbox"/> P100,000.00 | <input type="checkbox"/> P70,000.00 | <input type="checkbox"/> P25,000.00 |
| <input type="checkbox"/> P90,000.00 | <input type="checkbox"/> P60,000.00 | |
| <input type="checkbox"/> P80,000.00 | <input type="checkbox"/> P50,000.00 | |

REMINDER:

In case the amount stated is not applicable, are you willing to receive a lower amount? **YES** **NO**
*Accomplish all the data needed for your Loan Application.

PROMISSORY NOTE

For value received, I, _____ hereby promise to pay the **Department of Justice Provident Fund (DOJPF)**, Inc. directly, or through its Treasurer, or through Payroll Deduction, the amount of _____ (P_____), payable in monthly installments of _____ (P_____); the first payment to be made on _____ and every month thereafter until this loan, including interests and other charges, shall have been paid.

I hereby agree that, in case of default in the payment of any installment, or in case of my disability, retirement, resignation, absence without official leave, and/or separation from the service, the entire unpaid balance of this loan, including interests and other charges, shall immediately become due and payable without need of any formal demand. I hereby agree to waive presentation of payment, demand, protest and notice of protest and dishonor of the same.

In case of the above mentioned cases, I hereby assign in favor of DOJPF, without further notice, so much of my fund contributions, including earned dividends with DOJPF and all monies and monetary benefits due, or to be due, from my present office, that would be sufficient to pay off the entire outstanding balance of this loan, including stipulated interests, service charges and fines. I, therefore, authorize the Department of Justice to deduct the necessary amounts from all monies due me and to remit the same directly to DOJPF, thru its duly authorized representative.

I further agree that if I fail to pay any installments on the loan when due, I promise to pay a fine in accordance with the terms of the By-Laws and the Rules and Regulations of the DOJPF. I also promise to abide by the Decision of the Board of Trustees of the DOJPF on any matter relating to this loan. In case payment shall not be made at maturity, I shall pay costs of collection and attorney's fees in an amount equal to twenty percent of the principal and interest due on this promissory note and, in no event, shall such charge be less than ten pesos (P 10.00).

_____	_____	_____
Date	Applicant's Name and Signature	Official Station

For Purposes of Loan Processing:
Present Home Address: _____
Contact Number: Landline: _____ **Mobile No./s:** _____
Email Address: _____
Mode of Payment: **Check**

To be filled up by Head/Chief of Office/Authorized Official

With Pending Administrative/Criminal Case/s YES NO

If yes, pls. specify _____

CERTIFIED BY: _____

To be filled up by the Loan Evaluation Committee (LEC)

Gross Amount P _____
 Less: Fund Contribution (2%) _____
 Previous Loan Balance _____
 30% Capitalization _____
Net Amount of Loan P _____

Date Received: _____
 Gross Salary/mo. P _____
 Net Salary/mo. P _____

Monthly Installments
 Principal _____
 Interest _____
Total P _____
 Period of Collection _____

ACTION TAKEN BY THE COMMITTEE

APPROVED **DISAPPROVED** Reason: _____

LOAN EVALUATION COMMITTEE 1. _____

2. _____ **3.** _____

POLICY GUIDELINES IN THE GRANT OF PROVIDENT LOAN

CRITERIA FOR LOAN APPROVAL:

1. Applicant must be an active member for at least 12 months prior to the loan application;
2. Applicant must have complied with the monthly net take home pay provisions of the applicable General Appropriations Act (GAA).
3. The loanable amount shall be limited to an amount which will not render the borrower's NTHP to fall below the minimum requirements as prescribed by the GAA.
4. Applicant must have no pending criminal/administrative case.
5. Applicant has not incurred Leave of Absence without Pay (LWOP).
6. Applicant must have contributed at least Thirty Percent of the gross loanable amount. If the fund capital is less than 30% of the loanable amount, the balance will be deducted from the proceeds of the loan to cover the minimum requirement.
7. Applicant who has a temporary and co-terminus status of appointment can avail loan in an amount equivalent to 90% of their Capital Contribution.
8. The loan may be renewed upon payment of at least six (6) months amortization.

LOAN AMOUNT: From P25,000 up to P100,000

INTEREST RATE: Six Percent (6%) per Annum

LOAN CHARGES:

1. Fund Contribution – Two Percent (2%)
2. Previous Loan balance, if there is any
3. Additional Capitalization – Thirty Percent (30%)

TERM OF PAYMENT: Twelve (12) months

MONTHLY AMORTIZATION:

Gross Loan Amount	Monthly Amortization		
	Principal	Interest	Total
100,000.00	8,333.33	500.00	8,833.33
90,000.00	7,500.00	450.00	7,950.00
80,000.00	6,666.67	400.00	7,066.67
70,000.00	5,833.33	350.00	6,183.33
60,000.00	5,000.00	300.00	5,300.00
50,000.00	4,166.67	250.00	4,416.67
25,000.00	2,083.33	125.00	2,208.33

CAN BE REPRODUCED