

**AUTHORITY TO DEDUCT
THROUGH THE DEPED AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**

I hereby authorize DepEd to deduct monthly from my salary, through the DepEd APDS, the sum of **PESOS:** _____ (P_____), inclusive of principal and interest, beginning on _____ and ending on _____, and to remit the same to **PHILIPPINE PUBLIC SCHOOL TEACHERS ASSOCIATION** in consideration of the loan which was granted to me on _____. **In case my loan amortization is not deducted in the payroll, regardless of the reason, I also authorize DepEd to automatically adjust the termination period in my pay slip by one (1) month for every month of delay of its deduction.**

The authorization is VALID AND BINDING within the aforementioned loan period, unless the loan is pre-terminated, or the authorization is otherwise revoked. Moreover, I agree that deductions that will reduce my monthly net take-home pay to lower than what is allowed under the law shall not be accommodated in the APDS.

Signature over Printed Name of DepEd Borrower

Employee Number: _____
 Station Code: _____
 Division Code: _____
 Region: _____
Date: _____

PROMISSORY NOTE

For value received, the undersigned promises to pay through APDS to **PPSTA** the sum of **PESOS:** _____ (P_____) with interest rate of _____ percent (____%) per annum, **TO BE PAID IN EQUAL MONTHLY INSTALLMENTS, INCLUSIVE OF PRINCIPAL AND INTEREST, IN THE AMOUNT OF P_____ , BEGINNING ON _____ AND ENDING ON _____ , or until full payment.**

Default in the payment for six (6) consecutive instalments shall render the entire unpaid balance due and demandable.

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

 (Signature over Printed Name of Borrower)

ID No. _____
 Employee No. _____ Division No. _____ Station No. _____ Date Issued _____
 School or Station Address: _____ Place Issued _____
 Telephone Number: _____
 Home Address: _____

Subscribed and sworn to before me, this _____ day of _____ 20____, the affiant identified as such person after presenting the following:

NAME	ID NO.	DATE AND PLACE ISSUED
NOTARY PUBLIC		

Doc. No _____
 Page No _____
 Book No _____
 Series of _____

