



PHILIPPINE PUBLIC SCHOOL TEACHERS ASSOCIATION

245 Banawe Street, Quezon City · Telefax: (02) 988-1411 · Trunkline (02) 988-1411 loc. 103-105

Website: ppsta.net · e-mail address: support@ppsta.com

Text Support No. 09185448046 (SMART) and/or 09055355858 (GLOBE)

Latest
1"x1" Photo
Applicant

APPLICATION FOR LOAN

Latest
1"x1" Photo
Co-Maker

Applicant

Co-Maker

(Last Name) _____ (First Name) _____ (Middle Name) _____
 Div. No. _____ Sta. No. _____ Empl. No. _____
 Date of Birth: _____ Civil Status: _____
 Mailing Address: _____
 _____ ZipCode: _____
 Permanent Address: _____
 _____ ZipCode: _____
 Name of School: _____
 School Address: _____
 Present Position: _____
 Mobile No.: _____ Contact No.: _____
 E-mail Address: _____

(Last Name) _____ (First Name) _____ (Middle Name) _____
 Div. No. _____ Sta. No. _____ Empl. No. _____
 Date of Birth: _____ Civil Status: _____
 Mailing Address: _____
 _____ ZipCode: _____
 Permanent Address: _____
 _____ ZipCode: _____
 Name of School: _____
 School Address: _____
 Present Position: _____
 Mobile No.: _____ Contact No.: _____
 E-mail Address: _____

First Loan Renewal

THE UNDERSIGNED CO-MAKER ASSUMES RESPONSIBILITY FOR PAYMENT OF LOAN IN CASE OF INABILITY OF THE APPLICANT

Please Send My Loan Proceeds Thru:

Bank Remittance: PNB BDO
 Check: Registered Mail/Private Courier (with prepaid envelope)
 To be Personally Claimed by Borrower/Payee

(✓) _____
Signature of Co-Maker

(✓) _____
Signature of Applicant

(For Loan by Remittance, Reference No. will be sent at stated mobile no. above)

APPLICANT'S AGREEMENT

I hereby apply for a loan amounting to _____ and in consideration for the grant thereof, I promise to pay all the installments due and bind myself to the terms and conditions of the loan printed at the back. Accordingly, I hereby authorize DepED-RPSU to deduct the monthly amortization from my salary and remit the same to PPSTA. In the event that either my deduction stopped or DepED fails to deduct the amortization thru salary deduction, I undertake to pay directly to PPSTA the amount due, including the applicable surcharges, if any. Upon my retirement or separation from the service or upon withdrawal from PPSTA membership prior to the termination of my loan, I hereby authorize PPSTA to deduct in full any unpaid amount from my retirement or separation benefit under the PPSTA Mutual Retirement Benefit System (MRBS+) and from my benefits under the PPSTA Mutual Aid System (MAS).

Loan Granted: _____
 Terms of Payment: _____ Net Proceeds: _____
 Interest Rate: _____ Monthly Amortization: _____

Thumb Mark:

Left	Right

(✓) _____
Signature of Applicant Date

Loan No.

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CERTIFICATION BY THE OFFICE OR SCHOOL HEAD

I hereby certify to the authenticity of the signatures of both the applicant and the co-maker appearing in this application and that both are not on leave of absence without pay, have no pending administrative/criminal charges against them and are not among those to be laid off, retired or separated from the service within 2 years.

School/Office: _____
 Signature above Printed Name: (✓) _____
 Mobile No.: _____
 Designation/Position: _____

I hereby certify that I will deduct the monthly amortization, one month after release of the Sariling Sikap Loan, if the applicant is a direct paying member. Approval of the loan is recommended.

(✓) _____
Signature above Printed Name
Disbursing Officer
If borrower is not RPSU Paid

RECOMMENDATIONS

I hereby certify that the applicant and co-maker are both active members of the chapter and promise to notify PPSTA any changes in their status and address. Approval of the loan is recommended.

(✓) _____
Signature above Printed Name
Division Chapter President or Regional Chapter President
or PPSTA Board of Trustee

- PLEASE SIGN TERMS AND CONDITIONS AT THE BACK AND SUBMIT THE FOLLOWING:**
- Original and Photocopies of the Applicant's Latest Two Consecutive Payslips with No Undeducted Obligations.
 - Photocopy of the Co-maker's Latest Payslip.
 - Two Original Copies of Authority to Deduct and Disclosure Statement with Signature.

Processed by: _____

Approved by: _____

TERMS AND CONDITIONS FOR SARILING SIKAP LOANS

(PPSTA reserves the right to revise Terms and Conditions anytime.)

1. PPSTA offers Sariling Sikap Loans to all qualified members in different amounts corresponding to their net take home pay.
2. Applicant should submit **two (2)** consecutive original copies of his/her latest pay slips and a photocopy for the co-makers' latest payslip.
3. The applicant and the co-maker should be 57 years old and below.
4. Applicant must submit two (2) original copies of duly-accomplished loan application form together with two (2) original copies each of Authority to Deduct and Disclosure Statement.
5. The applicant must affix his/her respective thumb marks in the loan application form, aside from the customary signature.
6. Signatories in the certification of the borrower shall be as follows:

Applicant	Signatory
Elementary School Teachers and Personnel	Principal or School Head or Teacher in Charge with mobile number for verification purposes
School Heads and Other Education Support Staff	Division Superintendent depending on the station assignment of the staff concerned
Secondary School, State College and State University Teachers and Personnel	School Principal or State College Dean or State University President with mobile number for verification purposes

7. For Instant or First Loan, recommendation for approval in the loan form shall be signed by the Division Chapter or Regional President or Regional Board of Trustee of PPSTA. For renewal however, the application shall **either** be certified by the School Principal **or** recommended by the Authorized Chapter Officer.
8. New members under the RPSU Payment Scheme may apply for a loan depending on their net take home pay and upon payment of two (2) months MAS premium or upon first premium deduction.
9. For Accredited Local Autonomous Schools and Universities, new members may avail up to P30,000 loan upon the effectivity of the first MAS premium deduction. For renewal however, they may avail up to P50,000.
10. Only PPSTA Loan deductions that will end in two months will be considered in determining the net pay requirement.
11. Applicants with arrearages in MAS may avail loan only upon paying their arrearages in full to be deducted on their loan proceeds.
12. Proceeds of loan thru check will be released to the borrower/payee, thru registered mail/private courier with prepaid envelope, otherwise, thru bank remittance (**reference number will be sent to the mobile no. stated at the application form**).
13. Additional ground for the disapproval of loan is submission of false and altered documents or incomplete and improper accomplishments of loan application form.
14. If, for any reason, the borrower is unable to pay his/her loan, the payment will be borne by the co-makers after due notice.
15. Any loan balance becomes due and demandable upon death, retirement or separation of member from the service or upon withdrawal from PPSTA membership prior to the termination of loan. All past due accounts are subject to penalty charges at a rate consistent under the DepED guidelines.

(PPSTA reserves the right to accept, process, approves and release loans to members. – March 2014)

I hereby undertake to have read and understood the Terms and Conditions stated above and in so doing, I promise to abide by them.

Conforme: (✓) _____
Applicant's signature over printed name