Technical Education and Skills Development Authority
Association of Concerned Employees (ACE) III Chapter
TESDA-III Regional Office, Government Center, Maimpis, City of San Fernando, Pampanga

Date of application: _____

APPLICATION FOR LOAN

I hereby apply for loan:

☐	Multi-purpose Loan (New)	–	P 75,000.00
☐	Multi-purpose Loan (Renewal)	–	_____
☐	Emergency Loan	–	P 30,000.00
☐	Others: _____	–	_____

Payable in ____ months (30 months max MPL / 12 months EL), with ____ % (5% for MPL / 3% for EL) interest per annum.

Conditions:
1. In the event the maker is separated from the service,
   - The Borrower's outstanding loan shall become due and demandable;
   - The Borrower's hereby agrees that all his salaries, bonuses, separation/gratuity pay, retirement benefits and all other benefits due to him shall be withheld and remitted to TESDA-ACE III to settle the Maker's outstanding loan to the organization; and
   - If the amount collected from the Borrower are insufficient to cover the Maker's outstanding obligations, the Co-Maker agrees to settle the balance of the loan and authorize TESDA ACE III to deduct the same from his/her salary.
2. The Borrower and the Co-Maker shall jointly be liable to TESDA ACE III for the full payment and computed performance of all obligations of the maker as provided, herein. Accordingly, TESDA ACE III may demand payment and performance of such obligation from either one of them.

_____
Borrower's Signature over Printed Name
Unit: _____

_____
Co-maker's Signature over Printed Name
Unit: _____

CERTIFICATION OF LEAVE CREDITS

Month preceding application	
Borrower's VL + SL	
Co-maker's VL + SL	

_____
Designated HR Signature over Printed Name

CERTIFICATION OF NET TAKE HOME PAY

Month preceding application	
Borrower's NTHP	
Co-maker's NTHP	

_____
Designated FA Signature over Printed Name

ENDORSEMENT

Remarks: _____
_____
_____
_____
_____
_____

Unit Representative
Signature over Printed Name

ACTION

☐ Approved
☐ Disapproved

Remarks: _____
_____
_____

_____
Credit Committee Chair
Signature over Printed Name

_____
Credit Committee Member
Signature over Printed Name