

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

College, Laguna

APPLICATION FORM
COMPUTER LOAN PROGRAM

CONTROL NUMBER: 2016-_____

BORROWER'S DATA

SURNAME		FIRST NAME		MIDDLE NAME	POSITION	DATE OF BIRTH		
						MO	DAY	YEAR
PERMANENT ADDRESS				TEL.NO.	OFFICE (UNIT/DEPT/COLLEGE)		TEL.NO.	
COLLEGE ADDRESS (if different from permanent address)				TEL.NO.	EMPLOYEE NO.		MONTHLY SALARY	
STATUS OF APPOINTMENT		CIVIL STATUS	CLASSIFICATION		Years in Service	Number of times applied for loan		
<input type="radio"/> Permanent <input type="radio"/> Temporary		No. of Dependents	<input type="radio"/> Administrative <input type="radio"/> REPS <input type="radio"/> Faculty			<input type="radio"/> first time <input type="radio"/> second time <input type="radio"/> others		

SPOUSE	
SURNAME	FIRST NAME
MIDDLE NAME	POSITION
OFFICE (UNIT/DEPT/COLLEGE)	EMPLOYEE NO.
TEL.NO.	MONTHLY SALARY

CO-BORROWER'S DATA (For Temporary Status of Appointment only)

SURNAME		FIRST NAME		MIDDLE NAME	POSITION	DATE OF BIRTH		
						MO	DAY	YEAR
PERMANENT ADDRESS				TEL.NO.	OFFICE (UNIT/DEPT/COLLEGE)		TEL.NO.	
COLLEGE ADDRESS (if different from permanent address)				Status of Appointment	EMPLOYEE NO.		MONTHLY SALARY	
CLASSIFICATION					Years in Service	CIVIL STATUS		
<input type="radio"/> Administrative <input type="radio"/> REPS <input type="radio"/> Faculty								

LOAN PARTICULARS

TERMS OF PAYMENT		monthly amortization		P
<input type="radio"/> 12 months; 8% interest per annum <input type="radio"/> 24 months; 9% interest per annum		amount of loan		P

APPLICATION AGREEMENT

In consideration of the loan granted under this application, I promise to pay UP Los Baños the amount of the loan. In accordance with the guidelines set by UPLB for this loan facility (attached) which I have read and clearly understood and to which I bind myself to pay the required monthly amortization hereon through payroll deduction from the University. I hereby authorize the Cashier to deduct the amortization from my monthly salary and other remuneration from the University.

Signature of Borrower
Date Signed _____

Signature of Co-borrower
Date Signed _____

CERTIFICATION AND APPROVAL

HRDO Certification	Accounting Office Certification
_____ NELSON JOSE VINCENT B. QUERIJERO Chief, HRDO	_____ JOAN E. MENDOZA Chief Accountant

Income & Investment Committee Action

☐ Approved
☐ Disapproved

CRISANTO A. DORADO
 Vice-Chancellor for Administration

REQUIREMENTS

☐ borrower's payslip
 ☐ co-borrower's payslip
 ☐ invoice/supplier's quotation

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**COMPUTER LOAN PROGRAM (CLP)
PROCEDURES**

1. Applicants shall properly fill-up the CLP application form (*Attachment A*) and submit a duly accomplished form to OVCA together with the required documents (i.e. payslip, supplier's quotation of the computer unit*).
2. The IIC will evaluate the application and will recommend the same to the Vice Chancellor for Administration for action.
3. The borrower will obtain from OVCA a copy of the approved application and computer loan program contract (*Attachment B*).
4. The borrower shall submit to OVCA the notarized computer loan program contract.
5. OVCA will prepare the voucher for the loan applied.
6. **Borrower must purchase the computer unit not later than seven (7) calendar days after the release of the loan.**
7. **Once the computer unit is purchased, it should be inspected by the authorized inspector at the UPLB Information Technology Center (ITC). The borrower must submit the Official Receipt (OR) to OVCA within 7 days after purchase. This is to ensure that the loan was used to buy a computer unit as stated in the objective of this program.**
8. **If the actual cost of the computer loan is lower than the approved loan by at least P5,001.00, the excess shall be refunded to UPLB.**

NOTE: Failure to comply with the requirements given in steps 6 to 8 shall authorize the OVCA to stop the payment of salaries and other benefits of the applicant/borrower.

* A computer unit includes a central processing unit (CPU), monitor, keyboard, mouse, printer and automatic voltage regulator (AVR). This excludes uninterrupted power supply (UPS), multimedia system, table and chair.

COMPUTER LOAN PROGRAM

SCHEDULE OF LOAN AMORTIZATION

Amount of Loan	8% (12 mos.)	9% (24 mos.)
10,000.00	900.00	491.67
17,000.00	1,530.00	835.83
20,000.00	1,800.00	983.33
17,000.00	1,530.00	835.83
22,000.00	1,980.00	1,081.67
23,000.00	2,070.00	1,130.83
24,000.00	2,160.00	1,180.00
25,000.00	2,250.00	1,229.17
26,000.00	2,340.00	1,278.33
27,000.00	2,430.00	1,327.50
28,000.00	2,520.00	1,376.67
29,000.00	2,610.00	1,425.83
30,000.00	2,700.00	1,475.00
31,000.00	2,790.00	1,524.17
32,000.00	2,880.00	1,573.33
33,000.00	2,970.00	1,622.50
34,000.00	3,060.00	1,671.67
35,000.00	3,150.00	1,720.83
36,000.00	3,240.00	1,770.00
37,000.00	3,330.00	1,819.17
38,000.00	3,420.00	1,868.33
39,000.00	3,510.00	1,917.50
40,000.00	3,600.00	1,966.67
41,000.00	3,690.00	2,015.83
42,000.00	3,780.00	2,065.00
43,000.00	3,870.00	2,114.17
44,000.00	3,960.00	2,163.33
45,000.00	4,050.00	2,212.50

Amount of Loan	8% (12 mos.)	9% (24 mos.)
35,600.00	3,204.00	1,750.33
47,000.00	4,230.00	2,310.83
48,000.00	4,320.00	2,360.00
49,000.00	4,410.00	2,409.17
50,000.00	4,500.00	2,458.33
51,000.00	4,590.00	2,507.50
52,000.00	4,680.00	2,556.67
53,000.00	4,770.00	2,605.83
54,000.00	4,860.00	2,655.00
55,000.00	4,950.00	2,704.17
56,000.00	5,040.00	2,753.33
57,000.00	5,130.00	2,802.50
58,000.00	5,220.00	2,851.67
59,000.00	5,310.00	2,900.83
60,000.00	5,400.00	2,950.00
61,000.00	5,490.00	2,999.17
62,000.00	5,580.00	3,048.33
63,000.00	5,670.00	3,097.50
64,000.00	5,760.00	3,146.67
65,000.00	5,850.00	3,195.83
70,000.00	6,300.00	3,441.67
75,000.00	6,750.00	3,687.50
80,000.00	7,200.00	3,933.33
85,000.00	7,650.00	4,179.17
90,000.00	8,100.00	4,425.00
95,000.00	8,550.00	4,670.83
96,000.00	8,640.00	4,720.00
100,000.00	9,000.00	4,916.67