

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

College, Laguna

APPLICATION FORM
COMPUTER LOAN PROGRAM

CONTROL NUMBER: 2022-_____

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	EMPLOYEE NO.
OFFICE (UNIT/DEPT/COLLEGE)			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 <input type="radio"/> 12 months; 8% interest per annum <input type="radio"/> 24 months; 9% interest per annum	monthly amortization	P _____
	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
_____ ATTY. ERIC PAUL D. PERALTA Director, HRDO	_____ MARIE CLAIRE L. RAYMUNDO Chief Accountant, Accounting Office

Income & Investment Committee Action

☐ Approved
☐ Disapproved

ROLANDO T. BELLO
 Vice-Chancellor for Administration

REQUIREMENTS (2 copies)

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