



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

27 June 2022

MEMORANDUM No. 23

Series of 2022

TO : All Concerned

**SUBJECT : Computer Unit Purchased under
Computer Loan Program (CLP)**

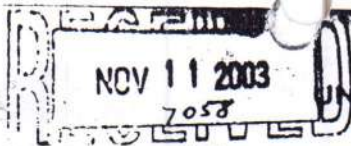
Please be reminded that the intention of the computer loan program (CLP) is to enable UPLB to assist the employees in acquiring computer units for their own use.

In this connection, please be informed that OVCA shall strictly implement the CLP provisions under the 1176th BOR meeting approved on 06 November 2003 (attached hereto) more particularly on the submission of the notarized computer loan program contract and the Official Receipt within the prescribed duration.

Kindly take note that under the CLP guidelines, failure to comply with the needed requirements shall authorize the OVCA to stop the payment of salaries and other benefits of the applicant/borrower.

Please be guided accordingly.

ROLANDO T. BELLO
Vice Chancellor



Excerpt from the Minutes of the 1176th Meeting of the Board of Regents
on 6 November 2003

VI. FINANCIAL MATTERS FOR DECISION OF THE BOARD

A. Proposal for the establishment of the U.P. Los Baños Computer Loan Program (CLP)

The UPLB Computer Loan Program is proposed to assist the employees of the University in acquiring computer units for their own use and to encourage employees to become more technically-equipped and competitive.

Characteristics of the loan:

1. The amount of P2,000,000 will be set aside as seed money to finance the proposed Computer Loan Program. The said amount will be taken from the UPLB Endowment Fund.
2. Interest for 12-month repayment period will be 8% per annum, and 9% per annum for a 24-month period.
3. The Program's implementation will be under the supervision of the Office of the Vice-Chancellor for Administration (OVCA), specifically the Income and Investment Committee.

Qualifications:

1. Must be a permanent or temporary staff on active service to the UPLB. In case of temporary appointment, the staff should secure a guarantor who is a permanent staff of the University and has the capacity to pay the loan.
2. He/She must have at least one (1) year of continuous service to the University as permanent employee or at least two (2) years for those with temporary appointments; and
3. Net monthly take home pay, after deduction of the loan amortization, must not be less than P3,000.

cc to: Dr. Albacea,
OVCA

Noted:

[Signature]
WILFREDO P. DAVID
Chancellor

- 2 -

Procedures:

1. Applicants shall properly fill-up the CLP application form 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 OVCA for action.
3. The borrower will obtain from OVCA a copy of the approved application and computer loan program contract .
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, the borrower must submit the Official Receipt 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 regular (AVR). This excludes uninterrupted power supply (UPS), multimedia system, table and chair. 1/27

- 3 -

General Guidelines:

1. The U.P. Los Baños shall have a self-sustaining fund of P2,000,000 that shall be referred to as the **Computer Loan Fund** from the Endowment Fund to finance the CLP on a continuing basis. The CLP shall be used solely for buying a brand-new computer unit;
2. The Computer Loan shall be granted on a priority basis among the qualified applicants on the following basis:
 - a. date of application;
 - b. length of service to the university;
 - c. number of times availed the CLP;
 - d. borrower's as well as the co-borrower's capacity to pay (if applicable);
3. The maximum loanable amount will be P80,000 which will be used solely to buy one new computer unit of the borrower's choice;
4. Monthly collection from the beneficiaries of the CLP and any interest income that will be generated by the Fund shall be plowed back to the Fund to finance the requirements of future applicants;
5. Evaluation of applications in the CLP shall be done by batches;
6. The total amount of loan, inclusive of the prescribed interest, shall be payable in equal monthly installments for a period of 12 or 24 months as agreed upon by the applicant and the Administration, through salary deduction;
7. The borrower may reapply once his/her loan is fully paid, however, priority will be given to first (1st) time borrowers;
8. No overlapping of loans shall be allowed even if the borrower's salary is sufficient to cover the amortization;
9. A disqualified applicant in a given batch may reapply in any succeeding batch of evaluation. Qualified applicants who cannot be accommodated in any given batch will be given priority in the next batch of evaluation provided they are still qualified at the time.

Wf

- more -

Excerpt from the Minutes of the 1176th Meeting of the Board on 6 November 2003

- 4 -

- 10. For the approved loan of applicants who hold temporary appointments, they shall jointly accomplish with their co-borrower the computer loan program contract . The co-borrower must be permanent staff of the University with a capacity to guarantee payment of the loan;
- 11. In the event of default of the borrower for non-renewal of appointment, resignation, separation from U.P. Los Baños, or any other causes, the co-borrower shall be held liable for repayments until the loan is fully paid through salary deduction;
- 12. The administration of the CLP in U.P. Los Baños shall be the responsibility of the Office of the Vice-Chancellor for Administration (OVCA) specifically the Income and Investment Committee (IIC) of the UPLB;
- 13. The CLP shall take effect upon approval by the Board of Regents.

Board action: Approval. The Board also decided to include in the computer unit package the Uninterrupted Power Supply (UPS).

CERTIFIED CORRECT:

[Signature]
MARTIN V. GREGORIO
Secretary of the University *from*
and of the Board of Regents *WR*

6 November 2003

- cc:
- The Vice President for Academic Affairs _____
 - The Vice President for Planning and Finance _____
 - The Vice President for Development _____
 - The Vice President for Administration _____
 - The Vice President for Public Affairs _____
 - The Chancellor, U.P. Los Baños* _____
 - The Budget Director, U.P. System _____
 - The Chief Accountant, U.P. System _____
 - The Auditor _____

*The Chancellor will please see to it that copies of this excerpt are furnished to all units concerned.

COMPUTER LOAN PROGRAM CONTRACT

KNOW ALL MEN BY THESE PRESENTS:

This computer loan program contract made and entered into at Los Baños, Laguna, Philippines, by and between the University of the Philippines Los Baños, represented by **PROF. ROLANDO T. BELLO**, Vice Chancellor for Administration, hereinafter referred to as the FIRST PARTY;

-and-

_____ of legal age, Filipino, married with residence and postal address at

_____ hereinafter referred to as the SECOND PARTY.

witnesseth:

That the SECOND PARTY has applied to the FIRST PARTY and the FIRST PARTY has approved the said application for a loan of _____ Philippine Currency, (₱ _____) under the following terms and conditions.

- (1) The SECOND PARTY who is an employee of UPLB shall use the amount loaned solely for the acquisition of one new computer unit.
- (2) The SECOND PARTY shall pay the principal amount of the loan (₱ _____) plus interest of _____% per annum through equal monthly salary deduction of ₱ _____ for consecutive months starting one month after the release of the loan;
- (3) Until the amount of loan is fully repaid in accordance with the conditions stipulated in items 1 and 2 above, the computer unit shall be considered as property of the FIRST PARTY. In case of separation of the SECOND PARTY from the service to the University of the Philippines Los Baños, and before the amount of the loan is fully repaid, he/she shall be allowed to transfer his/her rights to the computer to any personnel of the FIRST PARTY who will assume the responsibility of paying the balance of the loan in case the second party shall not be able to pay the balance in full;
- (4) Once the computer unit is purchased, the SECOND PARTY shall submit the Official Receipt (OR) to OVCA. This is to ensure that the loan was used to buy a computer unit as stated in the objective of this program. Failure to comply with this requirement shall authorize the OVCA to stop the payment of salaries and other benefits of the applicant/borrower until the full amount of the loan has been recovered.
- (5) In the event of default of the borrower, the co-borrower hereof shall automatically be held immediately liable for the monthly payments until the loan is fully paid through salary deduction;
- (6) The provisions of the Computer Loan Program (CLP) Implementing Guidelines, insofar as they are not inconsistent with the provisions of this contract shall be deemed incorporated herein by reference and made an integral part hereof.

Any provision of this Contract may be amended with the consent of both parties.

IN WITNESS WHEREOF, the parties hereunto affix their signatures on this _____ day of _____, in Los Baños, Laguna, Philippines.

**The University of the Philippines Los Baños
FIRST PARTY**

SECOND PARTY

By:

ROLANDO T. BELLO
Vice Chancellor
for Administration

Borrower

Co-borrower (if applicable):

Witnesses:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____)SS.

BEFORE ME, a Notary Public for and in _____, this _____ day of _____, personally appeared:

NAME	GOVT. ISSUED ID	ISSUED ON/AT
1. ROLANDO T. BELLO	UPLB ID No. 021004116	UPLB, College, Laguna - March 14, 1988 (OA)
2. _____	_____	_____

both known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their true and voluntary act and deed. This instrument consists of two (2) pages signed on each page, including this page, by the parties and their witnesses.

WITNESS my hand and seal this day of _____ 20__.

NOTARY PUBLIC
Until December 31, 20__
PTR No. _____
Issued on _____
at _____

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of 20 _____