



Title of Frontline Service: **PROVIDENT LOAN APPLICATION**

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Regular-Permanent Employees	*Latest Payslip of borrower and co-maker, net take home pay of both should not fall below P5,000.00 after deduction of new loan without undeducted obligations	12 hours and 55 minutes (with 5-8 months waiting time for funds availability)

**How to Avail of the Service?**

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Accomplish Provident Fund Loan queuing form thru: <a href="https://bit.ly/2DfQfLH">https://bit.ly/2DfQfLH</a>	Prelists applicants for queuing	5 minutes	Nadine Cotsesa	None	Google Form
2	Waits for notification from In-charge	Contacts/ notifies applicant (depending of availability of funds)	5-8 months	Yolanda Villamor/ Nadine Cotsesa	None	None
3		Pulls out payslip of applicant from Cashier	4 hours	Nadine Cotsesa	None	None
4	Fills up Provident Loan Application Form with latest payslip of borrower and co-maker attached thru:	Receives filled out application form and attached payslips	20 min	Ms. Beatriz Malait (Budget Section)	None	None
5		Signs Form if requirements are in order	20 min	Ms. Araceli Gudelosao (Admin. Office) Dr. Luis Derasin Jr. (EPS)	None	None

6		Prepares Payroll	4 hours	Ms. Yolanda Villamor (Budget Section)	None	None
7		Prepares Check/ACIC (transfers funds to individual ATM Accounts)	4 hours	Nadine Cotsesa	None	None
8		Notifies the applicant	10 min	Nadine Cotsesa	None	None
<b>END OF TRANSACTION</b>						