



September 29, 2009

MEMORANDUM TO:

**Assistant Schools Division Superintendents
Administrative Officers
Division and District Supervisors
Elementary and Secondary School Administrators
Heads of Units
All Teaching and Non-Teaching Employees**

For the guidance of all concerned, please be informed that Pag-IBIG Fund and GSIS are now accepting applications for Calamity Loans to permanent teachers and non-teaching personnel of this Division who reside in the declared calamity areas.

The following requirements are needed for Pag-IBIG Calamity Loan:

1. Duly accomplished Pag-IBIG Multi-Purpose Loan Application Form duly countersigned by the Principal or the authorized Officer In-Charge (OIC);
2. Certified true xerox copies of two (2) valid ID's (Division / School ID + One (1) valid ID);
3. Certified true xerox copy of Latest Pay slip;

Once accomplished, applicants must submit the said Calamity Loan application to the Division Office for processing and transmittal to the assigned Pag-ibig Fund Branches.

For GSIS Calamity Loan applicants, hereunder are the guidelines:

1. Go to the nearest kiosk and apply for calamity loan;
2. Once confirmed from the kiosk, go to the Division Office and submit the following requirements for approval:
 - i) Certified true xerox copy of latest pay slip;
 - ii) Service record;
 - iii) Certification of No Pending Case and/or Administrative Clearance.

Please be informed that for confirmed loans, seventy-two (72) hours period is allotted for each applicant to submit his/her supporting papers for approval, otherwise, his/her name will be dropped by the GSIS from the list of loans for confirmation. If his/her name has been dropped from the list, he/she has to go back to the nearest GSIS kiosk and re-apply for loan.

Wide dissemination of this Memorandum is desired.


VICTORIA Q. FUENTES
Schools Division Superintendent

Incl.:

As stated.



September 29, 2009

MEMORANDUM TO:

Schools Division Superintendents
Administrative Officers
Elementary and District Supervisors
Elementary and Secondary School Administrators
Non-Teaching Employees

In the presence of all concerned, please be informed that Pag-IBIG Fund and GSIS are accepting applications for Calamity Loans to permanent teachers and non-teaching employees of this Division who reside in the declared calamity areas.

The following requirements are needed for Pag-IBIG Calamity Loan:

- 1. Completed Pag-IBIG Multi-Purpose Loan Application Form duly signed by the Principal or the authorized Officer In-Charge (OIC);
- 2. Xerox copies of two (2) valid ID's (Division / School ID + One (1) valid Driver's License or Passport);
- 3. Xerox copy of Latest Pay slip;

When submitted, applicants must submit the said Calamity Loan application to the Division Office for processing and transmittal to the assigned Pag-ibig Fund Branch.

For Calamity Loan applicants, hereunder are the guidelines:

- 1. Go to the nearest kiosk and apply for calamity loan;
- 2. After receiving the loan application form from the kiosk, go to the Division Office and submit the application for approval;
- 3. Submit a true xerox copy of latest pay slip;
- 4. Submit a true xerox copy of latest record;
- 5. Submit a true xerox copy of No Pending Case and/or Administrative Clearance.

Please be advised that for confirmed loans, seventy-two (72) hours period is allotted for the applicant to submit his/her supporting papers for approval, otherwise, his/her name will be removed by the GSIS from the list of loans for confirmation. If his/her name has been removed from the list, he/she has to go back to the nearest GSIS kiosk and re-apply.

For information, your attention is directed to this Memorandum is desired.


VICTORIA Q. FUENTES
Schools Division Superintendent

Incl.:

As stated.