

DBP SALARY LOAN CHECKLIST OF REQUIREMENTS

(Must be in original copy or Certified True Copy)

- ✓ 1. Completely filled-out Salary Loan Application/Agreement Form and Customer Information File
- ✓ 2. Service Record
- ✓ 3. Photocopy of latest pay-slip or payroll duly certified true Copy by the payroll master or HR Department head or Certification of Latest Net Take Home Pay.
- ✓ 4. Two (2) valid government and company ID with photo and signature.
- ✓ 5. Endorsement Letter by Department Head.

For Loan Take out

- ✓ Statement of Account
- ✓ Certificate of Full Payment and OR (Post Release)

***Eligible Borrower**

A. Regular Employees

1. Age must be from 21 to 64 years old upon loan maturity;
2. Permanent status as certified by HR/Personnel;
3. No leave of absence without pay for the past 12 months;
4. No pending administrative case;
5. Not due for retirement during the term of the loan;
6. Residual net take home pay after loan amortization not below the minimum as required in the most recent General Appropriations Act (GAA); or prescribed company net take home pay; and
7. Favorable NFIS (DBP undertaking) results for New-New Loan Accounts

8. (For Elective officials and Coterminous employee)-
Certified True Copy of Oath of Office; and

9. Must not be related to a DBP Director, Officer, or employee within the 1st degree of consanguinity or affinity.

B. Elective Officials and Co-terminus Employees

1. Age must be 21 to 64 years old upon loan maturity;
2. Term of office should not be less than 15 months at the time of loan release.
3. No leave of absence without pay for the past 12 months or if the borrower's election to the office/appointment is less than one year at the time of the filing of his/her application, the requirement is from the date of his/her election to the office/appointment up to date of application;
4. No pending/approved loan application with any government institutions, i.e., Pag-ibig, GSIS, etc.;
5. Residual net take home pay after loan amortization not below as required in the most recent General Appropriations Act (GAA);
6. No pending administrative case;
7. Favourable NFIS (DBP undertaking) results for New-New Loan Accounts; and
8. Must not be related to a DBP Director, Officer, or employee within the 1st degree of consanguinity or affinity.