

3. Loan Certifications

The Provincial Human Resource and Management Office thru Compensation and Benefits Division, Loan Certification is issued to employees who avail loan from outside Lending Institution's to affirm the validity of information they provide when applying personal loan.

Office or Division		Provincial Human Resource Management Office- Compensation and Benefits Division		
Classification		Simple		
Type of Transaction		G2G- Government to Government Employee		
Who may avail:		All employees of the Provincial Government of Davao del Norte		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for personal loan (1 Original)		Lending Institution where loan is being availed		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly filled out loan application form	1. Received and review the submitted loan application form	None	1 minute	<i>Admin. Officer</i> PHRMO-CBD
2. Wait while documents are being processed	2. Endorse the reviewed loan application form to CBD- SAO or PG- Dept. Head for signature of certification.	None	2 minutes	<i>Admin. Officer</i> PHRMO-CBD
3. Received the certified loan application form	3. Release the approved loan application form	None	30 seconds	<i>Admin. Officer</i> PHRMO-CBD
	TOTAL:	None	3 Minutes and 30 Seconds	