**CENTRAL PHILIPPINE UNIVERSITY**

**Retirement Plan Office**

**Retirement Emergency Loan Application**

1. **TO BE FILLED OUT BY THE APPLICANT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name: |  | | | |
| 2. Cellphone No. | |  | | |
| 3. Address | |  | | |
| 4. Purpose to which the loan shall be applied for: | | |  | |
| 5. Are you willing to abide by the terms and conditions of a loan agreement with the CPU retirement loan fund facility | | | |  |
| 6. I hereby certify that the above information’s are true and correct which constitute my application for an emergency loan from the CPU Retirement facility. | | | | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Applicant |  | Date |

1. **TO BE FILLED OUT BY THE RETIREMENT PLAN OFFICE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. No. of years of service with the university | | | | |  |
| 2. Employee retirement equity/share: | | P | | | |
| 3. Present net pay/month from the University: | | | | | P |
| 4. Previous emergency loan: | P | | | | |
| 5. Amount applied for Emergency Loan: | | | | P | |
| 6. Interest rate per annum of this loan: | | |  | | |
| 7. Net Proceeds from Loan | P | | | | |

**ACTION OF THE RETIREMENT BOARD LOAN COMMITTEE: APPROVED/DISAPPROVED**

|  |  |  |
| --- | --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Chairman** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Member** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Member** |

RPO Form 05

Rev. #06; Effective: August 1, 2024

**CENTRAL PHILIPPINE UNIVERSITY**

**Retirement Plan Office**

**Authority for Payroll Deduction-Loans**

Gentlemen:

In consideration of my loan application with the Fund and for which I bind myself liable in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PESOS (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), I hereby respectfully request that the necessary collection from my salary every payday in the amount of P \_\_\_\_\_\_\_\_\_\_\_\_, be undertaken for remittance to the Fund; up to the extent of the loan amortization only, for a period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_) months or until the same is fully paid.

Likewise, in case of my separation, dismissal or resignation from Central Philippine University, please deduct any amount due me from my share in the Retirement Plan necessary to fully liquidate my outstanding account with the Fund, together with interest thereon, if any, plus all expenses incident to or necessary for the collection of my account.

Truly yours,

|  |  |
| --- | --- |
| **✓** |  |
|  | Printed Name & Signature |
| **✓** |  |
|  | Department/Designation |

RPO Form 07

Rev. #03; Effective: Sept. 1, 2020

**Note: Requirements for Processing of Retirement Emergency Loan**

1. Certified True Copy of Latest Net pay from payroll ( one month)
2. Retirement emergency loan application CPU (RPO Form No. 5**)**
3. Authority for payroll deduction (CPU RPO Form No. 7)
4. Service Fee of P 50.00 ( automatic deduction from proceeds of loan)

Email all the requirements to retirement@cpu.edu.ph. For more inquiries please call 329-72-33 or 329-1971 local 1038 and look for Mrs. Rowena Siastres, Monday- Friday, 8am-12nn , 1-5 pm