**CPU SPECIAL RETIREMENT LOAN**

**APPLICATION FORM**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | | |
| Signature: |  | | |
| Date: |  | | |
| Cellphone No.: | |  | |
| College/Unit: | |  | |
| Present Address: | |  | |
| Date of Birth: | |  | |
| Place of Birth: | |  | |
| Amount Applied for: | | |  |
|  | | | |

**Term of Loan for 6 months only from January 31 (current year) to July 15 (current year)**

1. **TO BE FILLED OUT BY THE LOAN COMMITTEE**

Approved Loan: Amount P Term

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dr. Florence P. Bogacia Mrs. Welna L. Roxas Mrs. Ronaliza M. Cenal Prof. Othoniel O. Legada Prof. Hermely A. Jalando-on Prof. Jet R. Nillos

RPO Form 13

Rev. #06; Effective: November 18,2024

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 7

Rev. #03; Effective: September 1,2020

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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| --- | --- |
| 1. Two(2) copies of the CPU Special Retirement Loan Application Form  (CPU RPO form no. 13) | 1. Two (2) Valid IDs (CPU ID and any government ID, photocopied front and back) |
| 2. Two(2) copies of Authority for Payroll deduction (CPU RPO Form No. 7) | 5. Service Fee of P 150.00 ( automatic deduction from proceeds of loan) |
| 3. Two(2) copies of Promissory Note ( CPU RPO No. 14) |  |

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

**CENTRAL PHILIPPNE UNIVERSITY**   
 **RETIREMENT PLAN OFFICE**

Iloilo City, Philippines

**PROMISSORY NOTE**

Iloilo City, Philippines

|  |  |
| --- | --- |
| Date: |  |

|  |  |
| --- | --- |
| Due: |  |

**FOR VALUE RECEIVED**, I promise to pay Central Philippine University Employee’s Retirement Plan Facility (herein referred to as the Plan) in Iloilo City, Philippines, then sum of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Pesos (Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) with the interest rate of \_\_\_\_\_ percent (%) per annum and term of \_\_\_\_\_\_ years.

In the event that my membership in the Plan is terminated while this note or my installment hereunder is outstanding, my balance shall immediately become due and payable, and I hereby authorize the Trustee to apply to the payment of this note, any portion of the total sum of the principal and income account as the Retirement Fund standing to my credit.

In case it shall be necessary to collect my note by or through an attorney-at-law, I, the maker shall pay 25% of the amount due on the note as attorney’s fees, exclusive of all cost, fees and damages allowed by law.

I hereby authorize Central Philippine University to deduct from my salary such amount that will be sufficient to pay monthly installments of this note as herein above indicated and remit the same to the Plan’s Trustee , Bank of the Philippine Islands.

|  |  |
| --- | --- |
| Amount of Loan: P |  |

|  |
| --- |
|  |
| Signature |

|  |
| --- |
|  |
| Print Name |

|  |  |
| --- | --- |
| TIN No. |  |

RPO Form 14

Rev. #01; Effective: March 2016