

**3. SERVICE NAME: SECURING REQUIREMENTS FOR LOAN PURPOSES AND OTHER CLAIMS**

**Description of the Service:** *Requirements for loan are certifications as to how much earning does the applicant has for a particular month, the repayment made against his/her existing loan and monthly contributions for such particular account or agency.*

Office or Divisions:	OFFICE OF THE CITY ACCOUNTANT			
Classification:	SIMPLE/COMPLEX			
Type of Transactions:	G to C, G to G			
Who may avail:	Employees and Other Government Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>List of requirements from concern agency.</li> </ul>		<ul style="list-style-type: none"> <li>Government Service &amp; Insurance System</li> <li>PAG – IBIG</li> <li>Philhealth</li> <li>Development Bank of the Philippines</li> <li>Landbank of the Philippines</li> <li>PSCC</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present list of requirements from concern agency.	1. Check record.	None	5 minutes / transaction	Arlene Maddara – Admin Aide IV
	2. Encode/ Print.		15 minutes / transaction	Corazon L. Silva – Supervising Admin. Officer Mercedes R. Bulan – Admin. Officer IV
	3. Let the City Accountant sign the documents needed.		5 minutes / transaction	Corazon L. Silva – Supervising Admin. Officer Mercedes R. Bulan – Admin. Officer IV
<b>TOTAL:</b>			<b>25 minutes</b>	