



Internal/External

3.SERVICENAME: 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 Division:	OFFICE OF THE CITY ACCOUNTANT			
Classification:	SIMPLE/ COMPLEX			
Type of Transaction:	G to C, G to G			
Who may avail:	Employees and Other Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of requirements from concern agency.		<ul style="list-style-type: none">• Government Service & Insurance System• PAG – IBIG• Philhealth• Development Bank of the Philippines• Landbank of the Philippines• PSCC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present list of requirements from concern agency.	1. Check record.	None	5 minutes / transaction	Arlene M. Natividad – 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
	TOTAL		25 minutes	