



ACCOUNTING DEPARTMENT

Internal Services

8. ASSISTANCE TO LOAN APPLICATION					
Assistance to employees for loan application					
Office or Division:		DISBURSEMENT CONTROL DIVISION (DCD)			
Classification:		Simple			
Type of Transaction:					
Who may avail:		NHA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
HDMF					
MPL/Calamity Forms : 1 original, 1 photocopy			HRMD/Website of HDMF		
2 valid IDs : 1 certified true copy			From the Employee		
Latest Payslip : 1 certified true copy			HRMD - certifies the payslip		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit MPL/Calamity form with 2 valid IDs and latest payslip	1.1 Evaluate and process the request if the Employee is eligible to avail the said loan.	None	30 minutes	Payroll Section
		1.2 Issue signed MPL/Calamity form			
TOTAL			None	30 minutes	