



ACCOUNTING DEPARTMENT

Internal Services

7. ISSUANCE OF CERTIFICATE OF LOAN PAYMENTS					
Certification of Employee's loan deductions/remittances					
Office or Division:		DISBURSEMENT CONTROL DIVISION (DCD)			
Classification:		Complex			
Type of Transaction:					
Who may avail:		NHA Employees/Contract of Service Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
GSIS					
Statement of Account - 1 copy			GSIS		
Discrepancy Statement 1 copy			GSIS		
HDMF					
Letter Request (1 original copy)			from NHA Main Office Employees		
NHMFC					
Letter Request (1 original copy, 1 photocopy)			from NHA Main Office Employees		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	1.a <i>GSIS</i> Submit Statement of Account/ Discrepancy Statement from GSIS	1.1 Evaluate and process the request	None	3 days	Payroll Section
	1.b <i>HDMF/NHMFC</i> Submit Letter of Request	1.2 Issue Certificate of Deduction/Remittance			
TOTAL			None	3 days	