



**DEPARTMENT OF JUSTICE
EMPLOYEES' MULTI-PURPOSE COOPERATIVE**
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1344 Taft Avenue, Ermita, Manila
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Email Address: osjempc1989@gmail.com

LOAN APPLICATION FORM

No. _____

**THE BOARD OF DIRECTORS
DOJ-COOP -MANILA
GENTLEMEN:**

I have the honor to apply for the following, with **Terms of Payment** of 6 9 12 24 36 48 60 Months

SALARY LOAN: _____ Month/s (up to 8 Mos.) **Maximum Loanable Amount is P 500,000.00.**

MULTI-PURPOSE LOAN: P _____ **Maximum Loanable Amount is P 150,000.00.**

FINANCIAL ASSISTANCE LOAN: P _____ **Maximum Loanable Amount is P 500,000.00. (BR No. ___-2023)**
P100,000 & P200,000 (Up to 36 Months); P300,000, P400,000, & P500,000 (Up to 60 Months)

EDUCATIONAL LOAN: P _____ **Maximum Loanable Amount is P 50,000.00; Term Twelve (12) Months**
ATTACH A COPY OF THE CURRENT SCHOOL ASSESSMENT FORM

SHORT TERM LOAN: P _____ **Maximum Loanable Amount is P 50,000.00; Term Nine (9) Months**

CONSOLIDATION LOAN: P _____ **Maximum Loanable Amount is P 1,000,000.00. (BR No. ___-2025)**
MINIMUM LOAN AMOUNT IS P200,000 – P 1,000,000 (UP TO 60 MONTHS)

RECREATIONAL LOAN: P _____ **Maximum Loanable Amount is P 1,000,000.00. (BR No. ___-2025)**
MINIMUM LOAN AMOUNT IS P200,000 – P 1,000,000 (UP TO 60 MONTHS)

REMINDERS: 1. PLEASE USE ONE (1) LOAN APPLICATION FORM FOR EACH TYPE OF LOAN APPLIED.

(IMPORTANT) 2. **PLEASE READ THE POLICY GUIDELINES AT THE BACK BEFORE ACCOMPLISHING THIS FORM.**

(IMPORTANT) 3. **PLEASE PROVIDE A CERTIFICATE OF LEAVE CREDITS AND A CERTIFICATE OF NO PENDING CASE. (Page 3)**

(IMPORTANT) 4. ALL LOAN APPLICATIONS SHALL BE ACCCOMPANIED BY A MANULIFE LOAN INSURANCE FORM.

5. The Total Maximum Loanable Amount for all types of loans is **P 1,000,000.00**.

6. In case the amount stated is not applicable, are you willing to receive a lower amount? YES NO

PROMISSORY NOTE

For value received, I, _____ hereby promise to pay the **Department of Justice Employees' Multi-Purpose Cooperative (DOJ-COOP)** directly, or through its Treasurer, or through Payroll Deduction, the amount of _____ (P _____), payable in monthly installments of _____ (P _____); the first payment to be made on _____ and every month thereafter until this loan, including interests and other charges, shall have been paid.

I hereby agree that, in case of default in the payment of any installment, or in case of my disability, retirement, resignation, absence without official leave, and/or separation from the service, the entire unpaid balance of this loan, including interests and other charges, shall immediately become due and payable without the need of any formal demand. I hereby agree to waive presentation of payment, demand, protest, notice of protest, and dishonor of the same.

In case of the above-mentioned cases, I hereby assign in favor of DOJ-COOP, without further notice, considerable amount of my capital deposit, including earned dividends, with DOJ-COOP and all monies and monetary benefits due, or to be due, from my present office, that would be sufficient to pay off the entire outstanding balance of this loan, including stipulated interests, service charges and fines. I, therefore, authorize the Department of Justice to deduct the necessary amounts from all monies due me and to remit the same directly to DOJ-COOP, through its duly authorized representative.

I further agree that if I fail to pay any installments on the loan when due, I promise to pay a fine in accordance with the terms of the By-Laws and the Rules and Regulations of the DOJ-COOP. I also promise to abide by the Decision of the Board of Directors of DOJ-COOP on any matter relating to this loan. In case payment shall not be made at maturity, I shall pay costs of collection and attorney's fees in an amount equal to twenty percent of the principal and interest due on this promissory note, and, in no event, shall such charge be less than ten pesos (P 10.00).

Date _____

Applicant's Name and Signature _____

Official Station _____

FOR PURPOSES OF LOAN PROCESSING:

Date of Birth: _____ Civil Status: _____
Present Home Address: _____
Mobile Number: _____ Email Address: _____
Mode of Payment: Check ATM

POLICY GUIDELINES ON THE AVAILMENT OF LOANS:

CRITERIA FOR LOAN APPROVAL:

1. Applicant must be in good standing. However, applicants who are **NEW MEMBERS** may avail of all loans **AFTER SIX (6) MONTHS from the approval of membership, BUT NOT TO EXCEED THREE HUNDRED THOUSAND PESOS (P300,000.00)**, payable within two (2) years only. (BR NO. 37-2021)
2. Applicant must be included in the preceding and current regular payroll.
3. Applicant must have a monthly net take-home pay that is ten percent (10%) higher than the provisions of the General Appropriation Act (GAA) after all deductions have been made, including this loan amortization.
4. Applicant for a loan must have contributed at least **twenty-five percent (25%)** of the gross loanable amount. If the contribution/share capital is less than 25%, the balance will be deducted from the loan proceeds to cover the minimum requirement.
5. Applicant must have no pending criminal/administrative case.
6. **FINANCIAL ASSISTANCE LOAN (FAL)** may be availed **ONLY if Salary and Multi-Purpose Loan have been exhausted. OFFSETTING of other loan balances is NOT allowed.**
7. **CONSOLIDATION LOAN (Conso Loan)** may be availed with two or more existing loans that are at least three months old, except CAB. The minimum conso loan is Two Hundred Thousand Pesos (P200,000.00)
8. **Recreational LOAN (RL)** shall be granted to members who desire to have recreational hobbies. If the borrower cannot comply with the take-home pay requirement, a down payment in the form of equity may be required.
9. The loan may be **RENEWED UPON PAYMENT OF SIX (6) MONTHS OF PAYMENT FOR LOANS BELOW P300,000.00; TWELVE (12) MONTHS OF PAYMENT FOR LOANS ABOVE P300,000.00 (BR NO. __-2022), AND FOR FINANCIAL ASSISTANCE AND CONSOLIDATION LOAN – RENEWAL IS UPON PAYMENT OF FIFTY PERCENT (50%), EXCEPT RECREATIONAL LOAN which is not renewable.** All loans are subject to the provisions of BR No. 2005-12, which imposes a two percent (2%) additional share capital account in the gross loan amount, rounded to the nearest hundredths, and Manulife Loan insurance.
10. Applicant can avail of the following loans, subject to leave credits requirement as follows:

LEAVE CREDITS	SALARY LOAN	MULTI-PURPOSE LOAN	FINANCIAL ASSISTANCE LOAN	SHORT-TERM LOAN	EDUCATIONAL LOAN	CONSOLIDATION LOAN	RECREATIONAL LOAN
100 days Above	TOTAL OF ALL LOANS EXCEEDING P 500,000.00 (except Calamity Loan)					501,000 – 1,000,000	501,000 – 1,000,000
61 – 99 days	8 months Salary but not to exceed P 500,000	110,000 – 150,0000	500,000			401,000 – 500,000	301,000 – 500,000
30 – 60 days	5 months Salary but not to exceed P 300,000					200,000 – 400,000	101,000 – 300,000
15 – 29 days	3 months Salary but not to exceed P 200,000	40,000 – 100,000		35,000 – 50,000	31,000 – 50,000		50,000 – 100,000
1 – 14 days		10,000 – 30,000		5,000 – 30,000	10,000 – 30,000		

11. Members with **NO LEAVE CREDITS or WITH PENDING ADMINISTRATIVE/CRIMINAL CASES** may avail up to **One Hundred percent (100%) of his/her paid-up capital, but not to exceed FIVE HUNDRED THOUSAND (P500,000.00).**
12. The Maximum age requirement for the availment/renewal of a loan shall be **fifty-nine (59) years old.** **Those who are Sixty (60) years old and above may avail LOAN EQUIVALENT TO HIS/HER PAID-UP CAPITAL BUT NOT TO EXCEED THE MAXIMUM LOANABLE AMOUNT OF FIVE HUNDRED THOUSAND PESOS (P 500,000.00) (BR NO. __-2022).**

INTEREST RATE:

1. Applicant may choose any of the following terms of payment and the corresponding interest rates, to wit:
 - A. For 12 Months Term - Five Percent (5%) per annum
 - B. For 24 – 36 Months Term – Six Percent (6%) per annum

C. For 48 Months Term – Seven Percent (7%) per annum

D. For 60 Months Term – Eight Percent (8%) per annum

Computation of interest will be based on the diminishing balance method.**LOAN CHARGES:**

1. Service Fee - 2%
2. **Capital Build Up - 2% (BR 31-2015)**
3. Handling Fee – Twenty-Five Pesos (P 25.00) for Regular Members and Two Hundred Pesos (P 200.00) for Associate Members (includes cost of Mailing) **(BR NO. __-2021) [AMOUNT IS SUBJECT TO CHANGE DEPENDING ON COURIER CHARGES]**
4. Previous Loan balance, if there is any
5. **MANULIFE LOAN SECURE** premium rate shall be computed for every P 1,000.00 of approved loan and shall be based on the term of the member's loan as follows:

TERM OF LOAN	PREMIUM RATE / P 1000.00
Twelve (12) Months	P 0.65 / month
Twenty Four (24) Months	P 0.70 / month
Thirty Six (36) Months	P 0.75 / month
Forty Eight (48) Months	P 0.80 / month
Sixty (60) Months	P 0.85 / month

TERMS OF PAYMENT:

1. Salary Loan – Up to Thirty-Six (36) Months
2. Multi-Purpose Loan – P10,000.00 – P50,000.00 – Up to Twenty-Four (24) months; P 55,000.00 – P150,000.00 – Up to Thirty-Six (36) months **(BR 15-2020)**
3. Short-Term Loan – P 5,000.00 – P 50,000.00 – Three (3), Six (6), and Nine (9) months
4. Educational Loan – P 10,000.00 – P 50,000.00 – Twelve (12) Months
5. Financial Assistance Loan – P100,000 & P200,000 (Up to 24 Months); P300,000, P400,000, & P500,000 (Up to 60 Months)
6. Consolidation Loan – Up to Sixty (60) Months
7. Recreational Loan – P50,000 – P100,000 (Up to 24 Months); P101,000 – P300,000 (Up to 36 Months), P301,000 - P500,000 (Up to 48 Months); P501,000 – P1,000,000 (Up to 60 Months)

To be filled up by Head/Chief of Office/Authorized Official

Leave Credits as of _____
 Vacation Leave _____
 Sick Leave _____
 Total _____
CERTIFIED CORRECT BY _____

With Pending Administrative/Criminal Case/s
 YES NO

If yes, pls. specify _____
CERTIFIED BY _____

To be filled up by the DOJ-COOP

Gross Amount P _____
 Less: Service Fee _____
 25 % Capitalization _____
 Additional Share Capital _____
 Handling Fee _____
 Manulife Loan Secure _____
 Previous Loan Balance _____
 Other Loan Balance _____
 Net Amount of Loan P _____

Date Received: _____
 Gross Salary/mo. P _____
 Net Salary/mo. P _____

Monthly Installments
 Principal P _____
 Interest _____
 Total _____
 Period of Collection _____

ACTION TAKEN BY THE CREDIT COMMITTEE

APPROVED

DISAPPROVED Reason: _____

CREDIT COMMITTEE _____

(Print Name and Signature)

