

Date: \_\_\_\_\_

A P P L I C A T I O N F O R M

**Computer Loan Program**

University of the Philippines Manila

**I. APPLICANT'S INFORMATION:**

Name : \_\_\_\_\_ Designation : \_\_\_\_\_  
 Address : \_\_\_\_\_ Tel. No. : \_\_\_\_\_  
 Unit : \_\_\_\_\_ Terms of Payment : 1 Year (8%)  
 2 Years (9%)

*This certifies that applicant has need for computer unit:* \_\_\_\_\_

Date: \_\_\_\_\_

(Head of Unit)

**II. PRODUCT SPECIFICATIONS**

| Description | No. of Units | Estimated Cost |
|-------------|--------------|----------------|
| _____       | _____        | _____          |
| _____       | _____        | _____          |
| _____       | _____        | _____          |

**III. EVALUATION AND APPROVAL**

**Accounting Office**

(Certification that net takehome pay is not less than P5000)

Actual Salary Per Month: \_\_\_\_\_

**Chief Accountant**

**Human Resource Development Office**

Position : \_\_\_\_\_  
 Appt. Status : \_\_\_\_\_  
 Original Appt. : \_\_\_\_\_  
 TIN : \_\_\_\_\_

**Action of HRDO Director**

Approved   
 Disapproved

**Director, HRDO**

**IV. REPORT OF PURCHASE**

Date of Purchase : \_\_\_\_\_ O. R. : \_\_\_\_\_  
 Supplier : \_\_\_\_\_ Validated by : \_\_\_\_\_  
 Total Amount of Purchase : \_\_\_\_\_ Date : \_\_\_\_\_

**V. CERTIFICATION OF NO PENDING LOAN APPLICATION:**

*This is to certify that I have no pending loan applications to any of the following: GSIS, Pag-IBIG, UP Provident Fund and UP Credit Cooperative.*

**VI. CERTIFICATION THAT SALES INVOICE/QUOTATION ARE ATTACHED**

Sales Invoice No. : \_\_\_\_\_

**Signature of Applicant**

**Vice Chancellor for Administration**