



# CALAMITY LOAN APPLICATION FORM

HQP-SLF-002

(To be filled out by applicant. Print this form back to back on one single sheet of paper)  
Type or Print Entries

					Pag-IBIG MID No./RTN	APPLICATION No.
LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME	MAIDEN MIDDLE NAME <i>(For married women)</i>	DATE OF BIRTH	PLACE OF BIRTH
MOTHER'S MAIDEN NAME	NATIONALITY	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married	<input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Legally Separated	CITIZENSHIP	EMAIL ADDRESS
PRESENT HOME ADDRESS <i>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</i>					CELL PHONE NUMBER (Required)	HOME TEL. NUMBER
<i>Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</i>					APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (TIN)	SSS/GSIS No.
PERMANENT HOME ADDRESS <i>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</i>					BUSINESS TEL. NUMBER	NATURE OF WORK
<i>Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</i>					DATE OF EMPLOYMENT	EMPLOYEE ID NUMBER
EMPLOYER/BUSINESS NAME					NAME OF TYPHOON/CALAMITY	
EMPLOYER/BUSINESS ADDRESS <i>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</i>					LOAN PURPOSE <input type="checkbox"/> Non-Housing Related <input type="checkbox"/> Home Enhancement <input type="checkbox"/> Tuition/Educational Expense <input type="checkbox"/> Health and Wellness <input type="checkbox"/> Livelihood <input type="checkbox"/> Housing Related <input type="checkbox"/> House Repair <input type="checkbox"/> Minor home improvement <input type="checkbox"/> Others, specify _____	
<i>Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</i>						
<b>PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP</b> (Use another sheet if necessary)						
EMPLOYER/BUSINESS NAME			EMPLOYER/BUSINESS ADDRESS			FROM (mm/yy)
						TO (mm/yy)

In the event of the approval of my application for Calamity Loan, I hereby authorize Pag-IBIG Fund to credit my loan proceeds through my Payroll Account/Disbursement Card that I have indicated on the right portion.

SIGNATURE OF APPLICANT

PAYROLL ACCOUNT/DISBURSEMENT CARD/PACKAGE UNIT ID

NAME OF BANK/BRANCH

### APPLICATION AGREEMENT

In consideration of the loan that may be granted by virtue of this application subject to the pertinent provisions of the Implementing Rules and Regulations of Pag-IBIG Fund, I hereby waive my rights under R.A. No. 1405 and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card. Furthermore, I hereby authorize my present employer, \_\_\_\_\_ or any employer with whom I may get employed in the future, to deduct the monthly membership savings (MS) and monthly amortization due from my salary and remit the same to Pag-IBIG Fund. If the resulting monthly net take home pay after deducting the computed monthly amortization on Calamity Loan falls below the monthly net take home pay as required under the GAA/company policy, I authorize Pag-IBIG Fund to compute for a lower loanable amount.

I understand that should I fail to pay the monthly amortization due, I shall be charged with a penalty of 1/20 of 1% of any unpaid amount for every day of delay.

If for any reason excess loan proceeds are erroneously credited to my payroll account/disbursement card, I hereby authorize Pag-IBIG Fund to debit/deduct the excess amount from my account without need of further notice of demand. Should my account balance be insufficient, the Fund has the right to demand for the excess amount to be refunded.

I authorize Pag-IBIG Fund to disclose, submit, share or exchange any of my account information to legal and government regulating agencies, other banks, merchant partners or third party in accordance with R.A. No. 9510 and other related or pertinent laws and regulations. The credit information may also be transferred to service providers (e.g., Credit Information Corporation, Bankers Association of the Philippines - Credit Bureau), likewise in accordance with laws and regulations.

I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. I hereby certify under pain of perjury that my signature appearing herein is genuine and authentic.

Signature of Applicant over Printed Name

This office agrees to collect the corresponding monthly amortization on this loan and the MS of herein applicant through salary deduction, together with the employer counterpart, and remit said amounts to Pag-IBIG Fund on or before the 15<sup>th</sup> day of each month, for the duration that the loan remains outstanding. However, should we deduct the monthly amortization due from the applicant's salary but failed to remit it on due date, this office agrees to pay the corresponding penalty charged to applicant equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalty for non-remittance equivalent to 1/10 of 1% per day of delay of the amount payable from the date the loan amortization or payments fall due until paid.

HEAD OF OFFICE OR AUTHORIZED SIGNATORY  
*(Signature over Printed Name)*

DESIGNATION

Pag-IBIG EMPLOYER ID NO. AGENCY CODE BRANCH CODE

### PROMISSORY NOTE

For value received, I promise to pay on due date without need of demand to the order of Pag-IBIG Fund with principal office at Petron MegaPlaza, 358, Sen. Gil Puyat Avenue., City of Makati the sum of Pesos:

(P \_\_\_\_\_) Philippine Currency, with an interest at the rate of 5.95% per annum for the duration of the loan.

I hereby waive notice of demand for payment and agree that any legal action, which may arise in relation to this note, may be instituted in the proper court of Makati City.

Finally, this note shall likewise be subject to the following terms and conditions:

- I shall pay the amount of Pesos: \_\_\_\_\_ (P \_\_\_\_\_) through salary deduction, whenever feasible, over a maximum period of 24 months, with a grace period of three (3) months. In case of suspension from work, leave of absence without pay, insufficiency of take home pay during the term of the loan, payments should be made directly to the Pag-IBIG Fund office where the loan was released.
- Payments are due on or before the 15<sup>th</sup> day of the month starting on \_\_\_\_\_ and 23 succeeding months thereafter.
- Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
- A penalty of 1/20 of 1% of any unpaid amount for every day of delay shall be charged to me.

Signed in the presence of:

Witness  
*(Signature over Printed Name)*

Witness  
*(Signature over Printed Name)*

Signature of Applicant over Printed Name

- I shall be considered in default in any of the following cases:
  - Any willful misrepresentation made in any of the documents executed in relation hereto;
  - Failure to pay any three (3) consecutive monthly amortizations;
  - Failure to pay any three (3) consecutive monthly mandatory savings;
  - Violation of any policies, rules, regulations and guidelines of the Pag-IBIG Fund.
- In the event of default, the outstanding loan obligation shall become due and demandable. As a consequence thereof, the outstanding loan obligation, consisting of the principal, interest and penalties shall be subjected to offsetting against my Total Accumulated Value (TAV). However, immediate offsetting of my outstanding Calamity Loan obligation may be effected immediately upon approval of my request, provided such request is based on the following justifiable reasons and upon validation by the Fund: Borrower's unemployment; illness of the member-borrower or any of his immediate family member as certified by a licensed physician, by reason thereof, resulted in his failure to pay the required amortization when due; or death of any of his immediate family members, by reason thereof, resulted in his failure to pay the required amortization when due.
- In the event of membership termination prior to loan maturity, any outstanding loan balance, including the unpaid interest, penalties and charges, shall be deducted from my TAV and/or any amount due to my beneficiaries in the possession of the Fund. In case of my death, the outstanding obligation shall be computed up to the date of death. Any payment received after date of death, shall be refunded to my beneficiaries.
- In case of falsification, misrepresentation or any similar acts committed by me, Pag-IBIG Fund shall automatically suspend my loan privileges indefinitely. I shall abide with all the applicable rules and regulations governing this lending program that Pag-IBIG Fund may promulgate from time to time.

### AUTHORITY TO DEDUCT (Optional)

In case of retirement/separation from employment, I hereby authorize my employer to deduct any outstanding Calamity Loan balance from my retirement or separation benefits to fully settle my loan obligation. In the event that my retirement/separation benefits is not sufficient to settle the outstanding balance of my Calamity Loan or my employer fails for whatever reason, to deduct the same from said retirement/separation benefits, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

SIGNATURE OF APPLICANT

### THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

#### CLAIM/HOUSING LOAN/STL VERIFICATION

PARTICULARS	WITH	WITHOUT	DV/CHECK / APPLICATION / P.N./AGREEMENT NO.	DATE FILED	VERIFIED	DATE
CLAIMS						
HOUSING LOAN						
MULTI-PURPOSE LOAN (MPL)						
CALAMITY LOAN						

#### LOAN APPROVAL

LOAN AMOUNT GRANTED	INTEREST	PREVIOUS LOAN BALANCE	LOAN PROCEEDS	MONTHLY AMORTIZATION
REVIEWED BY	DATE	APPROVED BY	DATE	DISAPPROVED BY
				DATE

THIS FORM CAN BE REPRODUCED. NOT FOR SALE

(V05, 06/2016)

**GUIDELINES AND INSTRUCTIONS**

**CERTIFICATE OF NET PAY**

**NAME OF BORROWER**

**For the month of:** \_\_\_\_\_

**Basic Salary** \_\_\_\_\_

**Add: Allowances**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Gross Monthly Income** \_\_\_\_\_

**Less: Deductions**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Deductions** \_\_\_\_\_

**Net Monthly Income** \_\_\_\_\_

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
I certify under pain of perjury that the above-mentioned information is true and correct.

\_\_\_\_\_  
HEAD OF OFFICE/AUTHORIZED SIGNATORY  
(Signature over printed name)

- A. Who May File**  
Any Pag-IBIG Fund member who satisfies the following requirements may apply for a Calamity Loan:  
1. Has made at least twenty-four (24) monthly savings (MS);  
2. Has five (5) MS for the last six (6) months as of month prior to date of loan application;  
3. If with existing Pag-IBIG Housing Loan, the account must not be in default as of the date of application;  
4. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application; and  
5. Is a resident of the area which is declared calamity-stricken.
- B. Availment Period**  
The loan shall be availed of within a period of ninety (90) days from the declaration of state of calamity.
- C. How to File**  
The applicant shall:  
1. Secure the Calamity Loan Application Form (CLAF) from any Pag-IBIG Fund Branch.  
2. Accomplish 1 copy of the application form.  
3. For releasing of loan proceeds through Payroll Account/Disbursement Card, attach photocopy of payroll account/disbursement card/deposit slip (for newly-opened account).  
4. Submit complete application, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of complete documents.
- D. Loan Features**
- 1. Loan Amount**  
A qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following: desired loan amount, loan entitlement, capacity-to-pay
- 1.1 Loan Entitlement**  
The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing MPL, the loanable amount shall be the difference between 80% of the borrowers TAV and the outstanding balance of his MPL.
- 1.2 Capacity to Pay**  
An eligible borrower's loan shall be limited to an amount for which statutory deductions, monthly repayment of principal and interest, and other obligations will not render the borrower's net take home pay to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.
- 2. Interest Rate**  
The loan shall be charged interest based on the Fund's Risk-Based Pricing Framework for the entire duration of the loan including the grace period.
- 3. Loan Period**  
The loan shall be amortized over a period of twenty-four (24) months, with a grace period of three (3) months.
- 4. Loan Release**  
The loan proceeds shall be released through any of the following modes:  
a) Crediting to the borrower's disbursement card;  
b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL);  
c) Check payable to the borrower; or  
d) Other similar modes of payment
- 5. Loan Payments**
- 5.1 The loan shall be paid in equal monthly payments in such amounts as may fully cover the obligation over the loan period. Said payments shall be made, whenever feasible, through salary deduction.  
5.2 Payments shall be remitted to the Fund on or before the fifteenth (15<sup>th</sup>) day of each month starting, on the fourth (4<sup>th</sup>) month following the date on the DV/check or manual disbursement voucher.  
5.3 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.  
5.4 The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances, such as but not limited to:  
a. Suspension from work;  
b. Leave of absence without pay;  
c. Insufficiency of take home pay at any time during the term of the loan.
- 6. Penalty**  
A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer.  
  
Non-remittance of the total loan amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the monthly amortizations or payments fall due until paid.
- 7. Application of Payments**
- 7.1 Payments shall be applied according to the following order of priorities:  
a. Penalties;  
b. Interest;  
c. Principal
- 7.2 Accelerated Payments – any amount in excess of the required monthly amortization shall be applied to future amortizations when due.
- 8. Default**  
The borrower shall be in default in any of the following cases:  
a. Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.  
b. Failure of the borrower to pay any three (3) consecutive monthly amortizations.  
c. Failure of the borrower to pay any three (3) consecutive MS.  
d. Violation by the borrower of any of the policies, rules, regulations and guidelines of Pag-IBIG Fund.
- 9. Effects of Default**  
In the event of default, the outstanding loan obligation shall become due and demandable. As a consequence thereof, the outstanding loan obligation consisting of the principal, interest and penalties shall be subjected to offsetting against the borrower's TAV.
- E. Other Loan Provisions**
1. The Calamity Loan and MPL programs shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of a Calamity Loan while he still has an outstanding MPL, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines.  
In no case, however, shall the aggregate short-term loan exceed eighty percent (80%) of the borrower's TAV.
2. For borrowers with existing MPL at the time of availment of a Calamity Loan, the outstanding loan balance of the MPL shall not be deducted from the proceeds of the Calamity Loan.
- 3. Loan Renewal**  
Should another calamity occur in the same area, a borrower may renew his Calamity Loan anytime. The outstanding balance of his existing loan, together with any accrued interests, penalties and charges, shall be deducted from the proceeds of the new loan.
- 4. Immediate Offsetting against Borrower's TAV**  
Offsetting of the borrower's outstanding Calamity Loan obligation against his TAV shall be effected immediately upon approval of the borrower's request; provided, such request is based on any of the following justifiable reasons and has been verified by the Fund: Borrower's unemployment; Illness of the member-borrower or any of his immediate family members as certified by a licensed physician that, by reason thereof, resulted in his failure to pay the required amortizations when due; Death of any of his immediate family members that, by reason thereof, resulted in his failure to pay the required amortizations when due.
- 5. Availment of Calamity Loan after TAV Offsetting**  
If TAV offsetting has been effected on the borrower's defaulting Calamity Loan, he may apply for a new Calamity Loan subject to the following conditions:  
▪ If the borrower has paid at least the equivalent of six (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV, the borrower may immediately apply for a new loan subject to the eligibility criteria.  
▪ If the borrower has paid less than six (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV, the borrower may apply for a new loan only after two (2) years from date of TAV offsetting and subject to the eligibility criteria provided in these guidelines.
- 6. Membership Termination**
- In the event of membership termination prior to loan maturity, any amount outstanding, including the unpaid interest, penalties and charges shall be deducted from the borrower's TAV and/or any amount due him or his beneficiaries in the possession of the Fund.  
▪ In case of borrower's death, the outstanding obligation shall be computed up to the date of death. Any payments received after date of death shall be refunded to the borrower's beneficiaries.

I hereby authorize \_\_\_\_\_ our Fund Coordinator or Liaison Officer to file my MPL Application and receive the Pag-IBIG Fund Check in my behalf.

\_\_\_\_\_  
Signature of Applicant over Printed Name