

ATD/PN/DS No. _____

THE HEAD , REGIONAL PAYROLL SERVICES UNIT
DepED, Regional Office No. _____
Address _____

AUTHORITY TO DEDUCT

I hereby authorize you to deduct from my salary the sum of _____ (P_____) for _____ consecutive months beginning _____ and remit the said amount to NAME OF PLI, in consideration of the loan in the principal amount of _____ (P_____) **plus add-on interest**, which was granted to me on _____.

This authorization is VALID AND BINDING until my aforementioned loan is fully paid for or upon written notice of its discontinuance by the NAME OF PLI.

PROMISSORY NOTE

For value received, the undersigned promises to pay to the order of the Name of the PLI at its office through APDS located in _____, Philippines, the sum of PESOS _____ (P_____) with interest rate of _____ percent (____%) per annum, **TO BE PAID IN EQUAL MONTHLY INSTALLMENTS IN THE AMOUNT OF P _____ FOR _____ MONTHS, BEGINNING _____ AND ENDING _____.**

Default in the payment for six (6) consecutive installments shall render the entire unpaid balance due and demandable.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ at _____.

(Signature Over Printed Name of Borrower)

CTC No. _____

Employee No. _____ Division No. _____ Station No. _____

Date Issued _____

School or Station Address: _____

Place Issued _____

Telephone Number: _____

Home Address: _____

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S
X-----)

BEFORE ME, A Notary Public in and for the above jurisdiction, this _____ day of _____ 200__ personally appeared the following:

NAME

CTC NO.

DATE AND PLACE ISSUED

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is his/her free and voluntary act and deed.

WITNESS MY HAND AND NOTARIAL, SEAL, on the date and at the place first above mentioned.

NOTARY PUBLIC