



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

20 May 2020

MEMORANDUM NO. CCDP-2020-095

TO : All UP Manila Faculty and Staff

THROUGH : The Vice Chancellors, Deans, Directors and Heads of Units and Offices

SUBJECT : **UP Manila Computer Loan Program**

In the light of the “New Norm” brought about by the COVID-19 pandemic, and as a continuing support for IT development program of U.P. Manila, there is a need among the employees both academic and administrative, to own affordable but high-quality computers. It is in this premise that the UP Manila Computer Loan Program is being put forward.

Mobile computers will support both the teaching and research work of faculty members and will facilitate work among the administrative personnel. The Program can also support both the continuing Computer Literacy Program of U.P. Manila since having computers both desktop for home use and laptop or notebook for mobile use, employees can further advance and hone their computer skills.

The following U.P. Manila personnel (faculty and staff) are qualified to apply:

- a. with regular plantilla item and a net take home pay which is sufficient to cover the monthly installment through payroll deductions. The employee’s net pay after all deductions should not be less than Five Thousand Pesos (P5,000) per month, including PERA;
- b. no pending loan application with all recognized governmental and non-governmental lending service institutions (GSIS, Provident Fund, Credit Unions); and
- c. must have an established need for a computer for capability enhancement as certified by the unit head.

The maximum loanable amount is Forty Thousand Pesos (P40,000) for a desk top, and Sixty Thousand Pesos (P60,000) for a laptop. The payment of the loan is through salary deduction, payable either in 12 months at 8% interest per annum or 24 months at 9% interest per annum based on declining balance, starting two (2) months after the release of the loan. Payments shall be made directly to the supplier that must be accredited by the IMS.

To avail of discounted price, bulk purchase will be done. Attached are the application form, technical specifications and estimated costs of laptops and desktops. Those interested must submit their application forms to HRDO through the respective Administrative Officers **not later than May 29, 2020**, for evaluation of the qualification to avail of the loan.



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Those who have already identified a supplier of their choice, may proceed with the procurement by observing the following process flow:

1. Submission of the following to HRDO:
 - Filled up loan application form, endorsed by the head of unit
 - Quotation / sales invoice from the supplier
2. Accounting Office computes the amortization.
3. Vice Chancellor for Administration approves the application.
4. Once approved, the borrower will prepare the Disbursement Voucher, with the quotation and sales invoice for processing and approval of the appropriate offices.
5. The check for the loan will be released to the borrower who will take charge of paying the supplier.
6. The borrower shall submit to the Cash Office the original sales invoice and official receipt of the purchase.

For your information and guidance.

CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor

Attachments:

- Computer Loan Program application form
- Costs and specifications of laptops and desktops