

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 : _____ Tel. No. : _____

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 DirectorApproved 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

ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration