



CITIZEN'S CHARTER

Head Office Internal Services

5. Loan Payment

5. Loan Payment

LBRDC assists in the processing of the Loan Payment of an employee upon their submission of requirements and requests.

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

5. Loan Payment

Checklist Requirements

SSS Statement of Account/Voucher

PAG-IBIG Short-Term Loan Billing Statement

Loan Remittances Report

Payment Reference Number

Disbursement Order

Where to Secure

LBRDC Employees

PAG-IBIG

Finance Department

SSS

Finance Department

5. Loan Payment

<i>CLIENT STEPS</i>	<i>AGENCY ACTION</i>	<i>FEES TO BE PAID</i>	<i>PROCESSING TIME</i>	<i>PERSON RESPONSIBLE</i>
1. Submit the Loan Statement of Account/ Voucher upon approval of loan application.	For SSS: Verify the Statement of Account and the deductions of the employees.	None	1 Day	HR Personnel
2.	For PAGIBIG: Verify the list of employees and loan deductions from the PAGIBIG Short-Term Loan Billing Statement.	None	2 Days	HR Personnel
3.	Transmit the documents to the Finance Department for loan deductions on the salaries of the employees.	None	1 Day	HR Personnel
4.	Input the loan details and deductions of the employees in the Payroll System.	None	2 Days	Payroll Personnel
5.	Transmit the deducted loan amount of the employees for the whole month to the Personnel Unit.	None	Every 10th of the Month	Payroll Personnel
6.	Prepare and validate the loan remittances report.	None	3 to 5 Days	HR Personnel
7.	Prepare the Disbursement Order and payment for SSS and PAGIBIG Loans.	None	2 Days	Payroll Personnel
8.	Transmit the payment for loans to SSS and PAGIBIG	None	1 Day	HR Personnel

TOTAL

None

15 Days