

PHILIPPINE AIR FORCE PROVIDENT FUND  
LOAN APPLICATION  
(TO BE FILLED OUT BY APPLICANT)

New Loan☐

Reloan☐

Renewal☐

(PLEASE FILL IN ALL THE SPACES PROVIDED)

FAMILY NAME			FIRST NAME			MIDDLE NAME			SEX		AGE		
									MALE <input type="checkbox"/>				
									FEMALE <input type="checkbox"/>				
PRESENT UNIT/ADDRESS (REQUIRED)						RANK			STATUS:				
						SERIAL NO.			SINGLE <input type="checkbox"/> WIDOW <input type="checkbox"/>				
						MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/>							
HOME ADDRESS (Pls. Indicate the complete address)									LENGTH OF SERVICE			UNIT	
Tel Number/Local Nr			Cellphone Number			Date of Birth			Tax Identification Number (TIN)				

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AUTHORIZATION FOR MONTHLY PAYROLL DEDUCTION

To Whom It May Concern:

THIS IS TO CERTIFY that I am authorizing the CO, AFFC/ Chief, AFPFC to deduct from my salaries/wages the monthly deduction in the amount of \_\_\_\_\_ pesos (P\_\_\_\_\_) representing payment for the approved ☐Educational/ ☐Hospitalization/ ☐House Repair Loan from PAF Provident Fund.

\_\_\_\_\_  
Signature over printed name of Borrower  
Military ID# \_\_\_\_\_  
Civilian ID# \_\_\_\_\_

NOTED BY:

APPROVED BY:

MAJ EDMAR L TIPAN PAF  
Operations Officer, PAF Provident Fund

LTC PEPITO J VALENCIA PAF  
General Manager, PAF Provident Fund

REQUIREMENTS:

Please submit **1 ORIGINAL** and **1 PHOTOCOPY** of all the requirements.

- Duly accomplished Loan Application Form
- **Latest** 1 pay slip
- Discipline, Law and Order (DLO) Clearance
- Military ID/Civilian Employee ID

The Chairperson  
PAF Provident Fund  
Villamor Air Base  
Pasay City

The undersigned wishes to apply for: ☐ Educational/ ☐ Hospitalization / ☐ House Repair Loan in the amount of \_\_\_\_\_ pesos  
(P \_\_\_\_\_) payable in ☐ 12 months ☐ 24 months ☐ 36 months.

Truly yours,

\_\_\_\_\_  
Rank                      Name                      AFPSN  
(Signature over printed name)

\_\_\_\_\_  
Unit & Station

**AUTHENTICATION**

**THIS IS TO CERTIFY** that the loan applicant is a bonafide member of \_\_\_\_\_ is qualified to apply for the loan chosen above. (Unit)

\_\_\_\_\_  
**Unit Commander/Chief of Office**  
(Signature over printed name)

**NOTED BY:**

**APPROVED BY:**

**MAJ EDMAR L TIPAN PAF**  
Operations Officer, PAF Provident Fund

**LTC PEPITO J VALENCIA PAF**  
General Manager, PAF Provident Fund

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**PROMISSORY NOTE**

**KNOW ALL MEN BY THESE PRESENTS:**

In consideration for the amount received of \_\_\_\_\_ pesos  
(P \_\_\_\_\_) of which is hereby acknowledged as indebtedness to **PAF PROVIDENT FUND**.

I hereby undertake to pay the said institution or order herein-mentioned loan with interest 3% per annum and payable in \_\_\_\_\_ months of equal installment effective \_\_\_\_\_ 20\_\_\_\_. If the equal installment shall have not been collected or paid on due date, said unpaid installment shall earn surcharges of 1% interest compounded monthly until fully paid. Without further securing the payment of the said loan, the Commanding Officer, Air Force Finance Center as my attorney-in-fact in payment of said loan and is authorized to deduct and collect through his authorized agent the sum of principal with interest in the amount of \_\_\_\_\_ pesos (P \_\_\_\_\_) from any of my monthly salary until said accounts shall have been fully paid.

It is my responsibility as borrower: 1) To monitor the status of the account: 2) To pay directly to PROVIDENT FUND in case CO, AFFC failed to effect billing of my account payment may have been deferred and/or cut-off for whatever circumstances. I further agree that in the event of my separation from the service (AFP) or employment before full payment of the loan, I bind myself to pay in full any outstanding amount of this loan.

In case of court litigation, I also promise and agree to pay Attorney’s fee in the amount equivalent to 20% of the total account due and liquidated damages in the sub-equivalent to 10% of the total sum 30% payable as actual and consequential damages as maybe adjudges by the court including interest and submits myself to the jurisdiction of the court.

WITNESS my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ at Headquarters, Air Force Finance Center, Colonel Jesus Villamor Air Base, Pasay City.

\_\_\_\_\_  
**Signature over Printed Name of Borrower**

\_\_\_\_\_  
**Unit & Station**

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**APPROVED / DISAPPROVED:**

**LTC PEPITO J VALENCIA PAF**  
General Manager, PAF Provident Fund

MARITAL CONSENT

TO WHOM IT MAY CONCERN:

I, the undersigned, hereby authorize my spouse, \_\_\_\_\_ assigned at \_\_\_\_\_, to apply for \_\_\_\_\_ loan from PAF Provident Fund.

I acknowledge that the monthly payment for the said loan will be deducted from the monthly pay and allowances of my spouse.

Very truly yours,

\_\_\_\_\_  
Signature Over Printed Name  
(Spouse)

Note: (For married applicant only)  
Attach photocopy of Spouse’s ID.

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CERTIFICATION

This certification is being issued to \_\_\_\_\_ in support to his/her application for \_\_\_\_\_ from the PAF Provident Fund.  
(Name of Borrower) (Type of Loan)

\_\_\_\_\_  
Unit Commander/Chief of Office  
(Signature over printed name)

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DEED OF ASSIGNMENT

KNOW ALL NEW BY THESE PRESENTS:

This Deed of Assignment, made and executed by and between \_\_\_\_\_ of legal age, single/married to \_\_\_\_\_ and a resident of \_\_\_\_\_ herein after called the ASSIGNOR and PHILIPPINE AIR FORCE PROVIDENT FUND duly Organized and existing under the laws of the Republic of the Philippines and with Official business address at Air Force Finance Center, Colonel Jesus Villamor Air Base, Pasay City, hereinafter called the ASSIGNEE, witnesseth that;

That the ASSIGNOR is indebted to the ASSIGNEE in the sum of principal with interest in the amount of \_\_\_\_\_ pesos (P\_\_\_\_\_) only and in full payment and complete satisfaction therefor, the ASSIGNOR does hereby ASSIGN, TRANSFER and CONVEY unto the ASSIGNEE his/her Commutation Pay/retirement benefits due from the Republic of the Philippines through my pay jurisdiction (AFPFC, PAFFC), of which Commutation Pay is due and payable to the ASSIGNOR.

That the ASSIGNEE does hereby accept this assignment in full payment of the above-mentioned debt of ASSIGNOR in the sum of \_\_\_\_\_ principal with interest in the amount of \_\_\_\_\_ pesos (P\_\_\_\_\_) only representing his/her PAF Provident Fund ☐ Educational/☐ Hospitalization/☐ House Repair Loan.

IN WITNESS WHEREOF, the parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at Pasay City, Philippines.

ASSIGNEE

By:

LTC PEPITO J VALENCIA PAF  
General Manager, PAF Provident Fund

\_\_\_\_\_  
Borrower  
(Signature over Printed Name)

Signed in the presence of:

\_\_\_\_\_  
Witness  
(Signature over Printed Name)

\_\_\_\_\_  
Witness  
(Signature over Printed Name)

REPUBLIC OF THE PHILIPPINES)  
 )S.S  
CITY OF PASAY ..... )

**AFFIDAVIT**

I, \_\_\_\_\_, of legal age, Filipino citizen, and with residence/office address \_\_\_\_\_ after having been duly sworn to in accordance with law, do hereby depose and say:

That I am an active member of the Philippine Air Force (PAF), AFP and presently assigned to \_\_\_\_\_;

That I am applying for loan at PAF Provident Fund and the signature of my spouse is a requirement thereof;

That the needed consent/conformity/signature of my spouse in my PAFPF loan cannot be obtained due to the reason that \_\_\_\_\_;

That I am executing this affidavit to attest to the truth of the foregoing facts and for whatever legal purpose this may serve.

FURTHER AFFIANT SAYETH NAUGHT:  
\_\_\_\_\_ (DATE) – Pasay City

\_\_\_\_\_  
Affiant  
\_\_\_\_\_ (ID NUMBER)  
Issued at \_\_\_\_\_

SUBSCRIBED AND SWORN to before me a Notary Public in the City of Pasay, Metro Manila, this \_\_\_\_day of \_\_\_\_ 20\_\_ by **affiant**, who satisfactory proven to me his/her identity that he/she is the same person who personally signed before me the foregoing affidavit and acknowledged that he/she executed the same.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2023