Treasury and Accounting Office Salary/Retirement Loan for Housing 1

SAINT MARY'S UNIVERSITY

Bayombong, Nueva Vizcaya. Philippines

TREASURY AND ACCOUNTING OFFICE

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Revision History

Revision No.	Effectivity Date	Author	Description of Change
00	December 8, 2024	Mary Grace F. Cacho	Initial Issue

SALARY / RETIREMENT LOAN FORM

Date: 4/9/25

ID No.:

Name of Employee:

Signature:

Length of Service in SMU: 25 yrs

Employment Status:
- ___ On probation
- ✓ Permanent
- ___ Part-time / Temporary

Please check loan applied for:
- Salary Loan: ___
- Retirement Loan: ✓

Amount of Loan applied for: ₱100,000

Purpose: house repair

Term/period of payment: 10 mos

Contact No:

NOTES:

1. Maximum amount of combined loan that may be availed is 75% of EARNED BENEFITS
   - Salary Loan: Permanent Employees: 2 months gross pay, payable within 5 to 12 months. Other Employees: 1 month gross pay, payable within 5 months or within the semester.
   - Retirement Loan: Eligible to avail of loan are members of the Plan with 10 years in service of more.
2. Loan may be restructured, only if the existing loan is already 50% paid.
3. Salary Loans above Php50,000.00 and Retirement Loans, regardless of amount, are with approval of the University President
4. Loan approval still depends on the availablity of loan funds, the reason for use, and depends on the employee's capacity to pay/net take-home pay.

To be filled out by Accounting Office Staff:

Monthly Gross Pay: 46,144

Latest Monthly Net Pay: 38,404

Two-Months' Salary:

Earned Service Benefits: 46144 x 25 yrs x 80% x 75% = 692160

Existing Accounts for Payroll Deduction	Balance	Monthly Amortization	Updated	Not Updated	Remarks
Loans and Advances-SMU	—				
SMU Retirement Loan	—				100% 10 mos
SMU-SDF Loan					
SMU-FEA Loan (College)		1767	✓		Pagibig MP2
SMU-FEA Loan (Elem/JHS/SHS)					Addtl Pagibig Fund
SMU-FEA COOP Loan					TF-College
SSS Loan					TF-SHS
SSS Calamity					TF-JHS
Pag-ibig MPL					TF-ELEM
Pag-ibig Calamity Loan					

Signature of Payroll Officer:

___ Approved

___ Disapproved

✓ Recommending approval — Retirement Loan, ₱100,000 payable in 10 mos

___ Not Recommending approval

Vice-President for Finance/Treasurer

✓ Approved ___ Disapproved

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University President

Treasury and Accounting Office Salary/Retirement Loan for Housing 2

SAINT MARY'S UNIVERSITY
Bayombong, Nueva Vizcaya. Philippines
TREASURY AND ACCOUNTING OFFICE

Document Code	008, Rev. 00
Effectivity Date	2024/12/08
No.	209

Revision History

Revision No.	Effectivity Date	Author	Description of Change
00	December 8, 2024	Mary Grace F. Cacho	Initial Issue

SALARY / RETIREMENT LOAN FORM

Date: 7-17-25
ID No.:
Name of Employee:
Signature:
Length of Service in SMU: ✓ 12 yrs
Employment Status: ___ On probation ✓ Permanent ___ Part-time / Temporary

Please check loan applied for:
Salary Loan: ___
Retirement Loan: ✓
Amount of Loan applied for: 39,000.00
Purpose: Home improvement
Term/period of payment: 1 yr
Contact No:

NOTES:
1. Maximum amount of combined loan that may be availed is 75% of EARNED BENEFITS
   - Salary Loan: Permanent Employees: 2 months gross pay, payable within 5 to 12 months. Other Employees: 1 month gross pay, payable within 6 months or within the semester.
   - Retirement Loan: Eligible to avail of loan are members of the Plan with 10 years in service of more.
2. Loan may be restructured, only if the existing loan is already 50% paid.
3. Salary Loans above Php50,000.00 and Retirement Loans, regardless of amount, are with approval of the University President
4. Loan approval still depends on the availability of loan funds, the reason for use, and depends on the employee's capacity to pay/net take-home pay.

To be filled out by Accounting Office Staff:

Monthly Gross Pay: 21,864
Latest Monthly Net Pay: 7,624.32
Two-Months' Salary:
Earned Service Benefits: 21864 x 12 yrs x 20% x 75% = 39,355

Existing Accounts for Payroll Deduction	Balance	Monthly Amortization	Updated	Not Updated	Remarks
Loans and Advances-SMU	4166	834	✓		Electric loan
SMU Retirement Loan	—				
SMU-SDF Loan					
SMU-FEA Loan (College)		2652	✓		Pagibig MP2 1000
SMU-FEA Loan (Elem/JHS/SHS)					Addtl Pagibig Fund 100
SMU-FEA COOP Loan					TF-College
SSS Loan		1799.65	✓		TF-SHS
SSS Calamity		922.90	✓		TF-JHS
Pag-ibig MPL		1238.18	✓		TF-ELEM 1127
Pag-ibig Calamity Loan		709	✓		

Signature of Payroll Officer:

___ Approved
___ Disapproved
✓ Recommending approval — Retirement loan, ₱39,000 payable in 12 months
___ Not Recommending approval

Vice-President for Finance/Treasurer

✓ Approved ___ Disapproved

University President JUL 17 2025