



**Westmead International School
Batangas City**

Loan / Salary Advance Application Form

SECTION I - TO BE FILLED BY THE EMPLOYEE

Employee Name _____ Employee ID No. _____
 Designation _____ Date of Employment _____

Loan / Advance Details (Kindly provide the relevant details)

Type of loan / advance requested	Amount applied for	No. of installments (for payment)

Purpose of Personal Loan

- | | |
|---|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Loan Transfer |
| <input type="checkbox"/> Children's Education | <input type="checkbox"/> Purchase of equipment |
| <input type="checkbox"/> Holidays/Travel | <input type="checkbox"/> Medical expenses |
| <input type="checkbox"/> Consumer durable purchases | <input type="checkbox"/> Marriage in family |
| <input type="checkbox"/> Home improvement/ Renovation of home or office | |
| If any other, please specify | |

Do you have any outstanding loan prior to this loan? If so please provide the following details

- Type of loan _____
- Amount Outstanding : _____ Date on which availed : _____

I have read all the provisions of Westmead International School Policy on Loans/ Advances and undertake to comply by the. I authorize the corporation to recover any outstanding amount under this policy from my salary/ full and final settlement as the case may be.

Employee Signature & Date

Recommended / Not recommended
DR. MARITES D. MANLONGAT
VP-Administration and Finance

SECTION II - TO BE FILLED BY HR DEPARTMENT

Amount of loan / advance approved : _____

Date _____

Authorized Signatory

SECTION III - TO BE FILLED BY FINANCE

Approval Received on : _____

Previous loan outstanding checked on _____ by _____

the amount of loan/advance given : _____

First installment due : _____

No. of installments to payoff loan/advance : _____

The source of transfer is

_____ Check Cheque No. _____ Dated _____

_____ Cash Voucher No. _____

Authorized Signatory

Date : _____