



CITIZEN'S CHARTER

Head Office Internal Services

4. Loan Request/Processing

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

Office/Division: Personnel Unit

Classification: Simple

Type of Transaction: C2C – Citizen to Citizen

Who may avail: LBRDC Employees

4.Loan Request/Processing

Checklist Requirements

PAGIBIG Multi-Purpose Loan Application Form (MPLAF)/ Calamity Loan Form

2 Valid IDs

Photocopy of Savings Account (ATM)

Payslip

Where to Secure

LBRDC Employees

LBRDC Employees

LBRDC Employees

Payroll Personnel

4.Loan Request/Processing

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For SSS: Submit loan application through the SSS Online Account.	For SSS: The company representative to SSS will verify if the loan application is from the active employee. Certify the Loan Application.	None	1 Day	HR Personnel
2.	Once the loan application is already certified by the employer, SSS will process and credit the approved loan application to the enrolled disbursement account of the employee/s.	None	3 to 5 Days	SSS
3. For PAGIBIG: Submit the following to documents: a. Multi-Purpose Loan Application Form (MPLAF) b. 2 Valid IDs c. Photocopy of Savings Account (ATM) d. Payslip	For PAGIBIG: Verify the loan application of the employees.	None	1 Day	HR Personnel
4.	Transmit the PAGIBIG Loan Application to the PAGIBIG Branch.	None	Once a week	HR Personnel
5.	PAGIBIG will process and credit the approved loan application to the account of the employee/s.	None	3 to 5 Days	PAG-IBIG

TOTAL

None

13 Days



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