



TEMPORARY LOANS / ADVANCES FORM (NEW & AMENDMENT)

OFFICE OF THE ³ _____

FOR THE MONTH OF ⁴ _____ / 200

GENERAL INFORMATION

DDO Code ⁵ (Cost Center)	<input type="text"/>	Description ⁶		
Personnel Number ⁷	<input type="text"/>	Name ⁸	Grade ⁹ <input type="text"/>	
National ID ¹⁰ Card Number	<input type="text"/>	Designation Code ¹¹	<input type="text"/>	Description ¹²
Scale ¹³	<input type="text"/>	Period of Service ¹⁵	<input type="text"/>	Old GP Fund Account No. ¹⁶

TEMPORARY LOAN DETAILS

Loan Code ¹⁷	<input type="text"/>	Description ¹⁸	Approval Date of Loan ¹⁹	
Loan ²⁰ Condition	<input type="radio"/> With Interest <input type="radio"/> Without Interest	Loan Interest ²¹ _____ %	Refundable ²² Percentage of GP Fund Balance	<input type="radio"/> 50% <input type="radio"/> 80%
Principal				
Amount of Loan ²³	Date of ²⁴ First Deduction _____ / _____ / _____ DD MM YYYY		Rate of ²⁵ Recovery _____	
	Date of ²⁶ Last Deduction _____ / _____ / _____ DD MM YYYY		Rate of ²⁷ Recovery _____	
	Outstanding ²⁸ Balance of Loan _____			
Interest				
Loan Code ²⁹	<input type="text"/>	Description ³⁰		
Amount of Interest ³¹	Date of ³² First Deduction _____ / _____ / _____ DD MM YYYY		Rate of ³³ Recovery _____	
	Date of ³⁴ Last Deduction _____ / _____ / _____ DD MM YYYY		Rate of ³⁵ Recovery _____	
	Outstanding ³⁶ Balance of Interest _____			

Employee Specimen
Signature ⁴⁰ _____

Prepared by ³⁷ _____

Audited/Checked by ³⁸ _____

Entered/Verified by ³⁹ _____

