



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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MEMORANDUM

TO : All Officials and Employees Concerned

FROM : The Director
Administrative Service

SUBJECT : **SCHEDULE OF FILING OF LOANS**

DATE : September 27, 2004

Please be informed that effective **October 2004** the schedule of filing of application for Salary, Policy, Pag-ibig and other loans shall be done during Mondays, Wednesdays and Fridays. The liaison officer shall claim checks only on the said specified days. Application forms should be duly accomplished and the requirements thereof should be complete. Loan applications shall be submitted to Ms. Remedios Mariñas, the designated liaison officer of the Personnel Division. Our liaison officer may file loan applications in GSIS or Pag-ibig Office as the case may be, beyond the scheduled period for very justifiable reasons only.

For your information and guidance.


RAMON M. EZPELETA, CESO IV

MEMO
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