

**Service: Availment of SAFE Loan**

**Schedule of Availability of service:**

Monday – Friday  
8:00am – 5:00pm

**Who may avail of the Service:**

3<sup>rd</sup> and 4<sup>th</sup> year students

**What are the requirements:**

- *ITR Form (Total Family Income is not more than P150,000.00 per annum)*
- *Duly accomplished and notarized application form*
- *Project plan noted by the Department Chairman*
- *1x1 ID Picture (2)*
- *School ID*

**Forms:** None

**Fee:** None

**How to Avail:**

<b>Step</b>	<b>Applicant/Client</b>	<b>Administrator's Activity</b>	<b>Duration of Activity</b>	<b>Person-in-Charge</b>	<b>Form</b>
1	Secure SAFE Application Form	Give application form	1 minute	Scholarship Officer	SAFE application form
2	Seek the signature of the following: <ul style="list-style-type: none"><li>- Registrar</li><li>- Guidance Counselor</li><li>- Student Director/Supervisor</li><li>- College President</li></ul> Notarized the document	Signs the application form	1 day	Scholarship Officer	
3	Submit duly accomplished and notarized form to the Scholarship Officer	Check and verify application form for the preparation of vouchers for payment	4 hours	Scholarship officer	
4	Wait for the notice release of loan	Post announcement for the release of loan	3 days	Scholarship Officer	
5	Present School ID to claim loan	Release of loan	3 minutes	Cashier	
End of Transaction					