



Republic of the Philippines
Department of Education
Region V – Bicol


SCHOOLS DIVISION OFFICE OF CATANDUANES

OFFICE DIVISION OF CATANDUANES
REGIONS SECTION
RELEASED
12/9/21 10:21am

MEMORANDUM

OSDS-PER-UM-12-9-21/mbl

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/TICs
Teaching and Non-Teaching Personnel

FROM : 
SUSAN S. COLLANO
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

SUBJECT : **REQUEST FOR LOAN STOPPAGE/ADJUSTMENT**

DATE : December 9, 2021

1. This has reference to the unnumbered memorandum dated November 26, 2021 issued by the Regional Office, "Dialogue/Meeting with the Division HRMOs and Division In-charge of the Preparation of Form 7 (Monthly Report Worksheet and Report of Service)", this Office shall only process request for loan stoppage/adjustment with complete attachments.
2. The following pertinent documents shall be submitted:
 - a. Accomplished Stoppage Form
 - b. Latest Photocopy of Payslip
 - c. Certificate of Full Payment from Lending Institution, or
 - d. Certificate of Loan Stoppage from Lending Institution (double payment)
3. To those employees who have submitted incomplete stoppage form and requirements shall submit the lacking documents required for stoppage **to Personnel Transaction window**.
4. For proper guidance and strict compliance.