

## PROCEDURE IN PROCESSING APPLICATION FOR MBAI LOAN

STEP	TASK	DETAILS	EMPLOYEE CONCERNED	DOCUMENTS NEEDED
1	<b>FILL-OUT AND SUBMIT REQUEST FOR ADMIN FILES/DOCUMENTS FORM</b>	Submit the filled-out Request Form to HRMS (Message Center)	Client	FM-HRMhrr-05_Request for Admin File/ Document_1_February 09, 2021) indicating:  '- Loan Type - Amount Applied for -Term of Loan in Years
2	<b>PROCESS REQUEST</b>	Input loan application details on the MBAI Loan Monitoring Sheet to inform IAS and FMS of the loan application;	GELAI RAFA	
3		Prepare Certificate of Employment (Duty Status) and Service Record; and		
4		If requested via email, forward to requesting party via email;		
5		If requested in person, instruct requesting party to claim via Messenger window		

**HRMS Direct Line : 8920-3760**

**HRMS Local : 128, 140**

**PDEA Trunkline : 8927-9702**

**Email Address: [ahrs@pdea.gov.ph](mailto:ahrs@pdea.gov.ph)**