



6807 Ayala Avenue Makati City

**AUTHORITY TO DEDUCT  
THROUGH THE DEPED AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**

I hereby authorize DepEd to deduct monthly from my salary, through the DepEd APDS, the sum of **PESOS:** \_\_\_\_\_ (P \_\_\_\_\_), inclusive of principal and interest, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_, and to remit the same to **COCOLIFE** in consideration of the loan which was granted to me on \_\_\_\_\_.

The authorization is **VALID AND BINDING** within the aforementioned loan period, unless the loan is pre-terminated, or the authorization is otherwise revoked. Moreover, I agree that deductions that will reduce my monthly net take-home pay to lower than what is allowed under the law shall not be accommodated in the APDS. Such non-accommodation shall not extend the ending period of this authorization.

\_\_\_\_\_  
**Signature over Printed Name of Borrower**

**Date:** \_\_\_\_\_

**PROMISSORY NOTE**

For value received, the undersigned promises to pay through APDS to the **COCOLIFE** the sum of **PESOS:** \_\_\_\_\_ (P \_\_\_\_\_) with interest rate of \_\_\_\_\_ percent ( \_%) per annum, **TO BE PAID IN EQUAL MONTHLY INSTALLMENTS, INCLUSIVE OF PRINCIPAL AND INTEREST, IN THE AMOUNT OF P \_\_\_\_\_ BEGINNING ON \_\_\_\_\_ AND ENDING ON \_\_\_\_\_.**

Default in the payment for six (6) consecutive installments shall render the entire unpaid balance due and demandable.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
(Signature over Printed Name of Borrower)

ID No. \_\_\_\_\_

Employee No. \_\_\_\_\_ Division No. \_\_\_\_\_ Station No. \_\_\_\_\_

Date Issued \_\_\_\_\_

School or Station Address : \_\_\_\_\_

Place Issued \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Subscribed and sworn before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the affiant identified as such person after presenting the following:

**NAME**

**ID NO.**

**DATE AND PLACE ISSUED**

**NOTARY PUBLIC**

Doc No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_