

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Manila

April 5, 1990

DECS Order
No. 64, s. 1990

ADDENDUM TO DECS ORDER NO. 61, S. 1989
(Implementing Guidelines for Specified Financial
Assistance Programs Under Republic Act No. 6728)

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads, Private Schools, Colleges and Universities
Presidents, State Colleges and Universities
Vocational School Superintendents/Administrators

1. To ensure the smooth implementation of the SNPL program, the following supplementary guidelines and procedures are hereby adopted issued as addendum to DECS Order No. 61, s. 1989 for the information, guidance and compliance of those concerned.

2. In view of the regionalization in the administration/implementation of the Study-Now-Pay-Later-Plan, the branch offices of the Government Financial Institutions (GFIs) will be dealing directly with the DECSROs and the GFIs head offices, which have been the central coordinating office starting SY 1988-1989.

a. Role of GFIs Involved in the Program (See Inclosure).

(1) GFI Head Offices

- (a) Issue procedural guidelines to branch offices of the GFI to ensure smooth and coordinated implementation of the SNPL program;
- (b) Provide technical advice to GFI branch offices on problems concerning the implementation of the program;
- (c) Coordinate with the DECS Central Office on matters concerning the SNPLP.

- (d) Request the branch offices to submit quarterly reports on the amount of loan granted and amount of loan repaid/collected, copy furnished the BNE, DECS.

(2) GFI Branch Offices

- (a) Coordinate with the DECSRO in the processing of loan applications;
- (b) Expedite releases of loans to students and schools concerned approved by DECS regional directors.
- (c) Maintain and update records on loans granted and collected per semester/school year.
- (d) Prepare and submit periodic reports required by the Department of Education, Culture and Sports Central Office on loan releases and fund balances.

b. Flow of Work

(1) Processing of New Applications

- (a) DECS Regional Director approves master lists of qualified BNPLP applicants;
- (b) DECSRO issues notice of approval to qualified applicants and requests them together with their parent/guardian to sign Loan Agreement at the DECSRO;
- (c) DECSRO transmits approved master lists to the GFI branch offices for the release of loan;
- (d) GFI branch office reviews the master lists and documents of qualified BNPLP applicants and releases the maximum loanable amount semestrially;
- (e) GFI submits quarterly reports of financial disbursements to DECSRO, copy furnished the BNE, DECS;

(2) Evaluation of Grades for the Continuance/Discontinuance of Loan

- (a) DECSRO evaluates the report of ratings submitted by the student-debtor/school.

b. DECSRO issues Memorandum for Loan Continuance/Discontinuance of qualified/disqualified student-debtor.

c. The GFI branch offices process all memoranda on loan continuance/discontinuance submitted by the DECSRO and release the corresponding loans to the student-debtor and school concerned.

Checks covering school fees as billed will be given directly to the school while the balance for books and other expenses will be given to the student-debtor upon submission of statement of accounts and enrolment certification.

Degree Course	=	P7,000.00/year
Non-Degree Course	=	P5,000.00/year

Each Government Financial Institution (GFI) is required to submit a quarterly report to the BHE-DECSRO on the amounts received from the student-debtors as repayment of educational loans.

3. Immediate and wide dissemination of this order is desired.

(SGD.) ISIDRO D. CARINO
Secretary

Incls.:
As stated

Inclosure No. 1, to DECS Order No. 34, s. 1990)

SPECIFIC INSTRUCTIONS ON THE PROCESSING
OF SNPLP APPLICATION FORMS BY 1990-1991

1. GFI branch offices will only process SNPLP loan application if they receive the complete set of documents from DECS Regional Offices consisting of the following:
 - a. Transmittal letter (SLS-HED Form 1-C) signed by the DECS Regional Director or his duly authorized representative;
 - b. Master lists (SLS-HED Form 1-B) of approved SNPLP applicants;
 - c. Approved Application Forms (OASTPE Form 1-A-1) of students appearing in the master list.
 - d. Signed Loan Agreement form by student-debtor, guarantor, parents and DECSRO officials.
2. The authenticated specimen signatures of DECS official appearing in the transmittal letter and master lists are provided by the BHE-DECS to all GFI/head main offices.
3. The SNPLP loan applicants code/slot number are indicated in the masterlist assigned to his region. Re-assignment of slots to other regions will be approved by the Bureau of Higher Education-Department of Education, Culture and Sports.
4. The maximum amount of SNPLP loan to be granted by the GFI branch offices is prescribed under DECS Order No. 31, s. 1989 dated August 29, 1989. Any Amendments or changes on these loan limits should be officially communicated by the BHE, DECS to the head offices of the GFIs.
5. In releasing the SNPLP loan, two checks will be issued by the GFI branch offices, viz:
 - a. Check payable to the school where the student-debtor is enrolled, representing the amount for tuition fees as billed by said school; and
 - b. Check payable to the SNPLP grantee, representing the amount for living and other expenses of the student-debtors.

Period of release of ELF Per Semester:

First Semester	- June to July
Second Semester	- NOVember to December