

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
OFFICE OF STUDENT AFFAIRS
SCHOLARSHIPS AND FINANCIAL ASSISTANCE DIVISION
STUDENT LOAN BOARD (SLB) PROGRAM
STUDENT LOAN PROMISSORY NOTE FORM
Semester/Midyear Term A.Y. _____ - _____

Date: _____

Name of Student: _____

(Surname) (Given Name) (M.I.)

Student No.: _____ SAIS ID: _____ College: _____ Degree: _____ Year Level: _____

Telephone No.: _____ Mobile No.: _____ E-mail Address: _____

Name of Parent: _____

(Surname) (Given Name) (M.I.)

Telephone No.: _____ Mobile No.: _____ E-mail Address: _____

Home Address: _____

(House No./Street/Subdivision) (Barangay)

(Town/City) (Province)

-Content of the promissory note-

Signature of Student

Attested by (as to the financial incapacity of student): _____

Endorsed by: _____

(Name and Signature of Parent, or Legal Guardian, or Professor)

Dean

Computation of Student Loan - Outstanding Account (For SFAD Personnel use only)

Semester/Academic Year	Principal (PhP)	Interest (PhP)	Partial Payment (PhP)	Balance (PhP)
Certified by:	CICERO M. PEÑAFLO Coordinator, Student Loan		TOTAL as of	

STS Percentage Discount: _____ _____ _____ _____

Certified Correct: _____

JENETTE LORY P. TAMAYO
Head, SFAD-OSA

**RECOMMENDATION OF SPECIAL COMMITTEE ON
STUDENT LOAN BOARD (SLB) PROGRAM**

Recommendation:

Approval: _____ Disapproval: _____ Date _____

ATTY. ELENO O. PERALTA, Officer-in-Charge, OSA _____ _____

DR. MYRNA G. CARANDANG, University Registrar _____ _____

Remarks: _____

Chancellor's Action: Approved Disapproved

DR. FERNANDO C. SANCHEZ JR.
Chancellor

INSTRUCTIONS:

- A. Fill out the promissory note form legibly;
- B. Indicate in the “content of the promissory note” portion (in letter format addressed to the Chancellor) the following information:
 - 1. Amount of outstanding loan and semester it was incurred
 - 2. Reason(s) for the delayed payment
 - 3. Settlement date of loan
 - 4. Your signature;
- C. Have the promissory note signed by your parent, legal guardian, or a tenured UPLB faculty;
- D. Submit the promissory note to the student loan personnel at Window 2 or 3, SFAD-OSA, Room 6, 2/F, S.U. Bldg. for computation of interest of the outstanding loan;
- E. Proceed to ST System Office at Room 5, 2/F, S.U. Bldg. for STS Percentage Discount certification.
- F. Have the promissory note endorsed by your College Dean;
- G. Have the Special Committee on the Student Loan Board (SLB) Program evaluate and sign your promissory note. The office of Atty. Eleno O. Peralta, OSA Officer-in-Charge, is located at Room 2, 2/F, S.U. Bldg. while that of Dr. Myrna G. Carandang, University Registrar, is at the Office of the University Registrar, G/F, NCAS Bldg.;
- H. Forward the promissory note to the UPLB Office of the Chancellor for appropriate action; and
- I. Upon approval by the Chancellor, have the promissory note photocopied and submit the original copy to the student loan personnel at Window 2 or 3, SFAD-OSA, Room 6, 2/F, S.U. Bldg. for posting and releasing of hold in SAIS.