



# XAVIER UNIVERSITY COMMUNITY CREDIT COOPERATIVE

Xavier University, Cagayan de Oro City  
EMERGENCY LOAN APPLICATION

Date \_\_\_\_\_

BORROWER'S NAME: \_\_\_\_\_  
DEPARTMENT: \_\_\_\_\_ Contact Number \_\_\_\_\_  
TIN # \_\_\_\_\_ SSS# \_\_\_\_\_ Philhealth # \_\_\_\_\_ HDMF ID # \_\_\_\_\_

I hereby apply for a (check appropriate one)

\_\_\_\_ 1 - 2 month      \_\_\_\_ 3-4 months      \_\_\_\_ 5-6 months  
\_\_\_\_ 7- 8 months      \_\_\_\_ 9-10 months      \_\_\_\_ 11-24 months

in the amount of \_\_\_\_\_ (P \_\_\_\_\_ )

The purpose of the loan is for: \_\_\_\_\_

\_\_\_\_\_  
Signature of borrower

### COMPUTATIONS:

Amount Loaned: \_\_\_\_\_

Interest \_\_\_\_\_

Total Loan P \_\_\_\_\_

=====

Please check  
\_\_\_\_ Net Proceeds  
will be released in  
CASH  
\_\_\_\_ Net Proceeds  
will be deposited in  
BDO

Loan Approved	P _____
Less: Deductions:	
Balance	P _____
Interest	_____
Service fee	_____
Loan insurance	_____
Others	_____
Total	P _____
NET PROCEEDS	P _____
	=====

RECEIVED FROM XUCCCO the sum of  
(pesos) P \_\_\_\_\_ as  
net proceeds of emergency loan.  
PAYMENT RECEIVED BY: \_\_\_\_\_

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If the net proceeds will be deposited in  
BDO, please print/ write account number  
\_\_\_\_\_

Approved by \_\_\_\_\_

Paid by: \_\_\_\_\_

Xavier University Community Credit Cooperative  
Xavier University, Corrales Avenue, 9000 Cagayan de Oro City

### PROMISSORY NOTES

Amount P \_\_\_\_\_

I/we, \_\_\_\_\_ (maker), \_\_\_\_\_ (co-maker), and \_\_\_\_\_ (co-maker), promise to pay Xavier University Community Credit Cooperative (XUCCCO) for my loan in the amount \_\_\_\_\_ (Php \_\_\_\_\_) in \_\_\_\_\_ semi-monthly installments starting from \_\_\_\_\_ to \_\_\_\_\_ through payroll deductions from my salary/wages, 13<sup>th</sup> month, honoraria and other forms of compensation that may appear on my payroll until fully paid.

For this purpose, I authorize the Office of:

\_\_\_\_ Finance of Xavier University      \_\_\_\_ Aggie Finance  
\_\_\_\_ Finance of RIMCU      \_\_\_\_ Finance of XUCMPC  
\_\_\_\_ OTHERS: (please specify) \_\_\_\_\_

to deduct from my salary/wages, 13<sup>th</sup> month, honoraria and other forms of compensation the amount of \_\_\_\_\_ (Php \_\_\_\_\_) every payroll date as amortization payment of my loan to XUCCCO. I further agree that in case of none payment/ incomplete deduction it shall be automatically offsetted against my Deposits of the amount due.

If for any reason, my membership in the Cooperative is terminated by separation from employment with the above employer, the COOPERATIVE shall have the first lien on the amount this is payable to me by my employer. And should I resign/take a leave of absence without any pay from my present position with an outstanding balance with the Cooperative, all amount borrowed shall automatically become due and demandable and I am willing to pay the balance at the time of my resignation/leave of absence. All uncollected salary/wages, 13<sup>th</sup> month, honoraria and other form of compensation due to me shall have applied to my loan.

I/we also commit to use the proceeds of this loan for the purpose indicated in my loan application. I also bind myself that should I, for whatever reason, use part of the whole loan proceeds other than the purpose which I indicated in my loan application, the whole loan becomes due and demandable; the term of payment indicated above notwithstanding.

I/we further agree that in case this note is rendered due and demandable by virtue of any of the above provisions and it becomes necessary to collect this note through an attorney and additional amount equivalent to 10% of the balance be charged and in case it is filed in court an amount equivalent to 25% be charged on this account as attorneys fees and litigation expenses and the venue thereof shall be in the proper court of Cagayan de Oro City.

I/we also agree that the amount of the loans becomes due and demandable fifteen (15) days after the third consecutive month of non-payment of the monthly amortization.

By signing herein, you, the loan borrower/co-maker, expressly consent for the lawful collection, processing, use, sharing, storage, retention or destruction and for other lawful or legal purposes, of all personal data pertaining to you in line with your application for loan and the servicing requirements thereof, in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012 and its implementing Rules and Regulations. XUCCCO shall use this information with full regard to the provision of the said law and its implementing rules and regulations, in connection with the necessary processes pertinent to the said loan application or servicing thereof, and for other legitimate purpose or in compliance with government regulations, court orders, industry association and in case authorized by law. You shall hold the cooperative free and harmless for any liability or expense that may arise from any transfer, disclosure, processing, collection, use storage or destruction of the said information for activities done by XUCCCO in regards your loan application and servicing thereof in accordance with Republic Act No. 10173 or Data Privacy Act of 2012 and its implementing Rules and Regulation.

\_\_\_\_\_  
Signature of co-maker

\_\_\_\_\_  
Signature of co-maker

\_\_\_\_\_  
Signature of maker/member

CERTIFIED TRUE & CORRECT

JESSICA S. DACERA  
MANAGER