



**BUREAU OF JAIL MANAGEMENT AND PENOLOGY
MULTI-PURPOSE COOPERATIVE**
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MEMORANDUM:

TO : ALL BJMP-MPC MEMBERS
SUBJECT : **Proper Accomplishment of Loan Form**
DATE : 11 July 2017

1. As has been observed, applicants have been submitting loan applications without rightly filling up blank spaces, like the exact amount of loan and period of amortization they intend to avail of and, worse, even skipping or not signing or affixing signature on the area above printed name.

2. Henceforth, no loan application will be accepted or approved if there is any blank space left unfilled up and no signature is affixed on spaces for signature (there are 4) of borrower.

3. Take note that there are other spaces to fill up besides those mentioned above, as the contact number and the LBP Account Number.

4. To repeat, all blank spaces have to be filled up to make your loan form properly and well-accomplished and to ensure acceptance and approval.

2. For strict compliance.


JSSUPT RINCO T MONTAUS
General Manager