



Santol Development Center

External Services



1. Withdrawal of Savings

A transaction in which the saver receives back the money he/ she deposited.

Office or Division:	Santol Development Center			
Classification:	Simple			
Type of Transaction:	Government to Client			
Who may avail:	All SDC saver's			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SDC saver's form / Passbook		Owner /Santol Development Center (SDC) Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure & fill-up withdrawal form	1. Assists & checks the filled-up form	None	5 minutes	<i>Administrative Aide 1</i> Santol Development Center Office
2. Present saver's form/ passbook	2. Verify & updates savings module system & clients passbook	None	20 minutes	<i>Administrative Aide 1</i> Santol Development Center Office
3. Sign the voucher	3. Prepares voucher for withdrawal	None	5 minutes	<i>Administrative Aide 1</i> Santol Development Center Office
4. Receives the money	4. Approves & releases the amount to be withdrawn	None	3 minutes	<i>SDC Administrator</i> Santol Development Center Office
	Total		33 minutes	



2. Processing of Loans

With the end view of translating needs of the different marginalized sectors in terms of giving them financial assistance under the MAGsalary NOw, MAGsimula NOw, MAGnegosyo NOw, MAGeskwela NOw, MAGkailian NOw, and MAGbalay NOw programs of the municipal government. Through this intervention, this assistance would help increase their productivity and income, stimulate economic activities.

Office or Division:	Santol Development Center	
Classification:	Complex	
Type of Transaction:	Government to Client	
Who may avail:	All interested residents of Santol	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
➤ Four (4) original copy MAGsalary NOw application form		Santol Development Center Office
➤ One (1) photocopy Community Tax Certificate (CTC)		Municipal Treasury Office
➤ One (1) original copy Certificate of Net Take Home Pay		Municipal Accounting Office/ Office of the Punong Barangay
➤ Four (4) pieces 1 x 1 ID Pictures		
➤ Four (4) original copy MAGnegosyo NOw application form		Santol Development Center Office
➤ One (1) photocopy Barangay Captain Endorsement		Office of the Punong Barangay
➤ One (1) photocopy Voter's ID or VRR		Commission on Election (COMELEC)
➤ One (1) photocopy Community Tax Certificate		Municipal Treasury Office
➤ Four (4) pieces 2 x 2 ID Pictures		
➤ One (1) photocopy Business Permit or Mayor's Permit		Business Permits and Licensing Office
➤ Four (4) original copy MAGsimula NOw application form		Santol Development Center Office
➤ One (1) photocopy Barangay Captain Endorsement		Office of the Punong Barangay



➤ One (1) photocopy Voter's ID or VRR	Commission on Election (COMELEC)
➤ One (1) photocopy Community Tax Certificate	Municipal Treasury Office
➤ Four (4) pieces 2 x 2 ID Pictures	
➤ Four (4) original copy MAGeskwela NOW application form	Santol Development Center Office
➤ One (1) photocopy Enrolment certification	School Attended
➤ One (1) photocopy Community Tax Certificate	Municipal Treasury Office
➤ One (1) photocopy Tax Declaration	Municipal Assessor Office
➤ One (1) photocopy Barangay Captain Endorsement	Office of the Punong Barangay
➤ Four (4) pieces 2 x 2 ID Pictures	
➤ Four (4) original copy MAGkailian NOW application form	Santol Development Center Office
➤ One (1) photocopy Barangay Captain Endorsement	Office of the Punong Barangay
➤ One (1) photocopy of the latest passport	DFA
➤ One (1) photocopy Voter's ID or VRR	Commission on Election (COMELEC)
➤ One (1) photocopy Community Tax Certificate	Municipal Treasury Office
➤ One (1) photocopy OFW municipal registration certificate	Municipal Registrar Office
➤ One (1) photocopy Birth certificate/ marriage contract or any documents showing the relationship between the OFW and the borrower	Municipal Registrar Office
➤ One (1) photocopy Authorization from the registered OFW	
➤ Four (4) pieces 2 x 2 ID Pictures	
➤ Four (4) original copy MAGbalay NOW application form	Santol Development Center Office
➤ One (1) photocopy Barangay Captain Endorsement	Office of the Punong Barangay
➤ One (1) photocopy Tax Declaration	Municipal Assessor Office



➤ One (1) photocopy Voter's ID or VRR		Commission on Election (COMELEC)		
➤ One (1) photocopy Community Tax Certificate		Municipal Treasury Office		
➤ Four (4) pieces 2 x 2 ID Pictures				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submit duly accomplished form together with the requirements	1.Receives and evaluates submitted application	1.Interest rate at 12% per annum (12% x amount of loan) 2.Processing fee (Refer to table 1) 3.Penalty of 2% for past due account and a surcharge of 1.5% for default loans	3 minutes	<i>Administrative Aide 1</i> Santol Development Center Office
1.1Pay clearance fee for renewal	1.1.Receives payment & issues Official Receipt (OR)	Clearance fee - PHP 25.00	1 minute	<i>Administrative Aide 1</i> Santol Development Center Office
None	1.3 Prepares and records voucher	None	5 minutes	<i>Administrative Aide 1</i> Santol Development Center Office



None	1.4 Forward documents for approval	None	2 days	<i>Municipal Accountant</i> Municipal Accounting Office <i>Municipal Treasurer</i> Municipal Treasury Office <i>Municipal Mayor</i> Mayor's Office
None	1.5 Prepares and records checks	None	5 minutes	<i>Administrative Aide 1</i> Santol Development Center Office
None	1.6 Forward checks for signature	None	1 day	<i>Municipal Treasurer</i> Municipal Treasury Office <i>Municipal Mayor</i> Mayor's Office
None	1.7 Verifies checks at LBP	None	1 day	<i>SDC Administrator</i> Santol Development Center Office
2.Receives check	2. Releases check	Notarial fee = PHP 150.00	1 minute	<i>SDC Administrator</i> Santol Development Center Office
	Total	P 175.00	5 days 15 minutes	

Table 1.

Amount of Loans	Processing fee
Below 5,000.00	100.00
5,001.00 – 10,000.00	150.00
10,001.00 – 30,000.00	200.00
30,001.00 – 50,000.00	250.00
50,001.00 – 100,000.00	300.00
100,001.00 and above	350.00