

## **Process**

**COMPUTER LOAN :** (Available only for permanent faculty, REPS and administrative personnel; if temporary faculty, must have a guarantor with a permanent appointment)

- a) Applicant fills out application for Computer Loan certified and endorsed by the unit head
- b) Attaches quotation of computer product to be purchased including duly-notarized Memo of Undertaking
- c) Submits application to HRDO for processing