



Cooperatives and Livelihood Development Department

LG24 Lower Ground Office, New City Hall Building Bacnotan Road Brgy. Real
City of Calamba
Province of Laguna



DATE : _____
FROM : **Loan and Evaluation Committee**
FOR : **Loan Approval Committee**
RE : **Committee Findings and Recommendation**

This committee has conducted a field investigation of _____ a resident of Barangay _____ of this City to determine her personal and financial capacity to enter into a Loan Agreement with the City Government through the Cooperatives & Livelihood Development Department taking into consideration the five (5) C's of credit, namely: CAPITAL, CHARACTER, CAPACITY TO PAY, COLLATERAL and CREDIT CONDITION.

After careful evaluation of the facts gathered, this committee recommends the following:

- () Approved
- () Disapproved

The rationale for the recommendation:

Originating from Barangay _____ within our City, this entrepreneur has skillfully overseen a prosperous _____. Given the current upswing in market demand, there is an immediate need for additional capital to ensure her/his business ongoing growth and prosperity. Consequently, she has chosen to submit a loan application to secure vital financial support. The funds obtained from this loan will be specifically allocated to cover the expenses incurred to purchase additional inventory.

This committee further recommends that the amount that can be loaned based on the project's viability and sustainability is _____ (Php _____).

Also attached are the pertinent documents relative to the loan project/proposal.

This recommendation is forwarded to the LOAN APPROVAL COMMITTEE this _____ day of _____ at Calamba City, Laguna.

LOAN & EVALUATION COMMITTEE

Member

Member

Chairman