

Inter-Office Memo

To : All Employees
 From : Human Resource Department (Benefits)
 Re : Requirement for SSS Loan Certification – Disclosure Statement
 Date : January 30, 2026
 Ref# : HRD-BEN-26-01-040

Please be informed that effective immediately, all employees requesting **SSS Loan Certification** are **required to submit the SSS Disclosure Statement** issued by the Social Security System (SSS) **before proceeding with their loan application** through their SSS online account.

As the assigned HR Benefits personnel responsible for certifying SSS loans, certification will only be processed upon submission and verification of the completed Disclosure Statement.

Employees are advised to **thoroughly read, understand, and agree to all terms and conditions stated in the Disclosure Statement** prior to applying for the loan.

Please note that the **employee’s signature and date signed on the last page of the Disclosure Statement are mandatory**. Unsigned or undated Disclosure Statements will not be accepted and may cause delays in loan processing.

This requirement is in line with SSS guidelines and is intended to **ensure that employees fully understand the contents of the Disclosure Statement before applying for a loan**.

Please see below sample of SSS Disclosure Statement for your guidance.



MEL-01519(04-2021)

Republic of the Philippines

SOCIAL SECURITY SYSTEM

DISCLOSURE STATEMENT

ON LOAN/CREDIT TRANSACTION

SALARY LOAN

(As Required under R.A 3765 Truth in Lending Act)

SS Number: [REDACTED]

Name of Borrower: [REDACTED]

Employer ID Number: [REDACTED]

Employer Name: KOLIN PHILIPPINES INT'L INC

Employer Address: 1854 KOLIN BLDG. STA RITA ST

1. LOAN AMOUNT P20,000.00

2. OTHER CHARGE(S)/DEDUCTION(S)

a. Service Fee (1% of loan amount) P200.00

b. Advance Interest P131.51

c. Balance of previous loan as of 01/29/2026 11:21:30, if any
 Salary Loan 03/20/2025 [REDACTED]

3. NET PROCEEDS OF LOAN(item 1 less item 2) [REDACTED]

4. SCHEDULE OF PAYMENTS

Applicable Month	Due Date	Amount			Outstanding Principal Balance
		Amortization	Interest	Principal	
					P 20,000.00
1	Mar-26	30-Apr-26	P 904.55	P 133.33	P 771.22
2	Apr-26	31-May-26	P 904.55	P 128.19	P 776.36
3	May-26	30-Jun-26	P 904.55	P 123.02	P 781.53
4	Jun-26	31-Jul-26	P 904.55	P 117.81	P 786.74
					P 16,884.15



Republic of the Philippines
SOCIAL SECURITY SYSTEM

TERMS AND CONDITIONS FOR SALARY LOAN

(SSC Res. Nos. 179-s.2025 dated 03 April 2025 & SSC Res. No. 301-s.2025 dated 04 June 2025)

A. ELIGIBILITY REQUIREMENTS

All employed members, including kasambahay/household employees, self-employed (SE) members, voluntary members (VM), including non-working spouse (NWS), and land-based Overseas Filipino Workers (OFW-LB) members applying for salary loan must meet the following eligibility requirements:

1. To qualify for the SSS Salary Loan Program, the following conditions must be satisfied:

- a. Number of posted contributions
 - a.1. For a one-month loan, the member must have thirty-six (36) posted monthly contributions, six (6) of which should be within the last twelve (12) months prior to the month of filing of application.
 - a.2. For a two-month loan, the member must have seventy-two (72) posted monthly contributions, six (6)

DECLARATION AND AUTHORIZATION

- A. I hereby declare that I have read and fully understood the Terms and Conditions of the SSS Salary Loan Program, and agree to be bound by them.
- B. I hereby authorize my current employer, as well as any future employer, to deduct from my salary the required SSS monthly loan amortizations, and to remit the same to the Social Security System (SSS). I further authorize my employer, as well as any future employer, to deduct from my final pay/separation package any unpaid loan obligations upon my separation or retirement from service and remit the same to the SSS.

CONSENT AND DATA PRIVACY STATEMENT

- A. In accordance with the provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, I acknowledge that I have read and understood the SSS Privacy Policy. Further, I consent to the collection, use, access, and processing of my personal and sensitive personal information by SSS to process my application for salary loan including verification from the source of such information and for the establishment, exercise, or defense of SSS' legal claim. Furthermore, I consent to the sharing of my personal and loan information to the bank and its affiliates for the disbursement of said loan.
- B. Pursuant to Republic Act No. 9510, or the Credit Information System Act, and its Implementing Rules and Regulations (IRR), I acknowledge and give my consent to:
 1. The regular submission and disclosure of my basic credit data and any updates thereto to the Credit Information Corporation (CIC); and
 2. The sharing of my basic credit data with lenders authorized by the CIC, as well as credit reporting agencies and accredited outsourced entities, in accordance with applicable laws and regulations.

I understand and agree that this document may be executed electronically and/or by way of electronic consent, and that such electronic agreement shall be deemed as binding and valid as a handwritten signature. I agree that this document, when stored or reproduced in electronic format (e.g., PDF), shall serve as the best evidence of my consent and shall have the same force and effect as an original signed document. **Sign here**

I have read and understand the above Declaration and Authorization, and Consent and Data Privacy Statement, and I hereby agree to the Disclosure Statement, and Terms and Conditions of the Salary Loan.

For questions or clarifications, please coordinate with HR – Benefits.

Thank you for your cooperation.


Andrea A. Suministrado
HR Benefits Assistant

Noted by:


Mamerta F. Tagle
HR Supervisor

Approved by:


02.02.26
Mariecris A. Cepe
HR Manager