



## Applying for the Livelihood Assistance

### ABOUT THE SERVICES

Metro PESO, through its Enterprise Development Center (EDC), implements a livelihood program that aims to improve the socio-economic well-being of the low-income population. It provides training and soft loan for income-generating projects of qualified individuals, groups, associations, and cooperatives.

### Qualifications for Training and Loan Assistance

#### *Individual Applicants*

The applicant must:

- be a bonafide resident of Naga City
- be 18 years old and above
- not be an employee of the City Government of Naga
- not have any existing loan or overdue Metro PESO livelihood loan and/or financial loans from any LGU-Naga office
- have a new or existing business

The applicant must have a co-maker. The co-maker may be any person except immediate family member and should satisfy all qualifications above except the third and fifth.

### Mode of Payment, Term, Interest and Penalty

The mode of payment depends on the type of business. The loan term depends on the project to be undertaken. These are included in the PESO-Client Agreement. The following, however, are set for specific projects:

- Agri-based projects (e.g. piggery) – 6 months, lump sum payment
- Sari-sari store, buy and sell and other business – 3 months, equal monthly payments
- Farm input – 4 months, lump sum payment

Issuance of Post-Dated Checks is highly encouraged especially to loans amounting to P100,000.00 or above.

Interest is 1% per month. A 2% penalty is charged for any default or lapses in payment.

<b>Department / Office:</b>	<b>METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE</b>
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Businesses
<b>Who may avail</b>	<ul style="list-style-type: none"> <li>• Individual</li> <li>• Group / Association / Cooperative</li> </ul>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>For Individual Borrowers: {</b> <ul style="list-style-type: none"> <li>• Metro PESO EDC Forms L-1, L-1b, and L-2 (Co-maker's form)</li> <li>• Metro PESO EDC Form L-3 (Credit Investigation Report Form)</li> <li>• 1.5" x 1.5" picture (2 pieces) of Borrower and Co-maker</li> <li>• Current/ Updated Business License/Mayor's</li> </ul>	<ul style="list-style-type: none"> <li>• Enterprise Development Center (Metro PESO)</li> <li>• City Mayor's Office</li> </ul>



Permit (for loans below P5,000.00) <ul style="list-style-type: none"> <li>• Current/ Updated Barangay Business Permit and Clearance (for loans below P5,000.00)</li> <li>• Community Tax Certificate of Borrower and Co-maker</li> <li>• Government-issued ID of Borrower and Co-maker (with Naga City address)</li> </ul>		<ul style="list-style-type: none"> <li>• Barangay Hall / City Treasurer's Office</li> <li>• Any National Government Office</li> </ul>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. EDC Frontline  Proceed to the Metro PESO Enterprise Development Center (EDC) and look for the staff in charge of loan assistance.			1 minute	BENJAMIN JOSE V. DE ASIS Credit Officer II  SANDERS C. BELORO Administrative Assistant (Job Order)  ALVIN P. ESTRELLA Administrative Aide III  <i>*** All EDC staff may answer any loan inquiries.</i>
	2. Interview  The front liner will interview you.  State your full name, current address, occupation and specific business / livelihood project, new or existing.		10 minutes	BENJAMIN JOSE V. DE ASIS Credit Officer II  SANDERS C. BELORO Administrative Assistant (Job Order)  ALVIN P. ESTRELLA Administrative Aide III  <i>*** All EDC staff may answer any loan inquiries.</i>
3. Application Form  Fill up Metro PESO Form L-1 or the Aplikasyon sa Pag-Utang.  Approach the interviewing officer or any EDC staff for questions regarding the form.			5 minutes	BENJAMIN JOSE V. DE ASIS Credit Officer II  SANDERS C. BELORO Administrative Assistant (Job Order)



				<p>MARK PAOLO V. SABILA Administrative Aide</p> <p><i>*** All EDC staff may answer any loan inquiries.</i></p>
<p>4. Submit the Application Form</p> <p>After accomplishing, submit the form and the other requirements to the interviewing officer for review and validation.</p>			1 minute	<p>BENJAMIN JOSE V. DE ASIS Credit Officer II</p> <p>SANDERS C. BELORO Administrative Assistant (Job Order)</p> <p>MARK PAOLO V. SABILA Administrative Aide</p> <p><i>*** All EDC staff may answer any loan inquiries.</i></p>
	<p>5. Record Verification with LiBIS</p> <p>The front liner/interviewing officer checks if you and your co-maker have any outstanding Metro PESO loans through the Livelihood Beneficiaries Information System (LiBIS).</p> <p>Applicants and co-makers with existing loans are disqualified from loan assistance. You may look for a new co-maker if the latter is disqualified.</p>		1 minute	<p>BENJAMIN JOSE V. DE ASIS Credit Officer II</p> <p>PATRICK A. GALLARDO Credit Investigator</p> <p>SANDERS C. BELORO Administrative Assistant</p> <p>MARK PAOLO V. SABILA Administrative Aide</p> <p><i>*** All EDC staff may answer any loan inquiries.</i></p>
	<p>6. Credit Investigation</p> <p>Metro PESO conducts a credit investigation to determine your credit worthiness and the project's viability.</p> <p>Before the actual credit</p>		1 – 2 days	<p>PATRICK A. GALLARDO Credit Investigator</p>



	investigation is carried out, the Credit Investigator checks if the application form is properly filled-up and all requirements are submitted.			
	<p>7. Approval</p> <p>The Credit Investigator submits the application form to the Credit Officer and the Metro PESO Manager for approval.</p> <p>The City Mayor signs the application form.</p>		1 – 2 days	<p>BENJAMIN JOSE V. DE ASIS Credit Officer II</p> <p>FLORENCIO T. MONGOSO, JR. CGDH II (Metro PESO Manager II)</p> <p>NELSON S. LEGACION City Mayor</p>
	<p>8. Release of Check</p> <p>Upon the availability of the check for release, the applicant will receive a text message or a call from EDC to claim the check.</p> <p>The Credit Officer will sign and issue a referral slip to be submitted to the Treasurer's Office to claim the check.</p> <p>The Credit Officer will issue a loan payment reminder for the applicant's reference.</p>		5 minutes	<p>BENJAMIN JOSE V. DE ASIS Credit Officer II</p> <p>SANDERS C. BELORO Administrative Assistant</p> <p>MARK PAOLO V. SABILA Administrative Aide</p> <p>ALVIN P. ESTRELLA Administrative Aide III</p>
9. Payment	Receive payment and issue official receipts		5 minutes	RENATO A. ABARDO Bill Collector
<b>TOTAL</b>			2 days and 28 minutes	

**METRO NAGA PUBLIC EMPLOYMENT SERVICE OFFICE**

G/F DOLE Bldg., J. Miranda Ave., Concepcion Pequeña, Naga City

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