

**Attachment B**  
*Notice of Deficiency in Documentary Requirements*

Date \_\_\_\_\_

Hon. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear **Mayor/Governor** \_\_\_\_\_:

This refers to your letter dated \_\_\_\_ date \_\_\_\_ requesting for the issuance of a Certificate of Net Debt Service Ceiling and Borrowing Capacity of the name of LGU for its loan application with the Name of Financing Institution, for the (state purpose of the loan).

In this connection and in order to complete the assessment of your application and determine the financial viability of the proposal, please submit to this Office the soonest possible time the documents marked **X** in the attached checklist, per DO No. 054.2016, dated 25 October 2016.

Please be reminded that should this Bureau fail to receive any information regarding the matter within thirty (30) days from receipt hereof, said request shall be **returned without action**.

Thank you.

Very truly yours,

\_\_\_\_\_  
Regional Director