

_____ Date _____

OIC EXECUTIVE DIRECTOR NIÑO RAYMOND B. ALVINA

Bureau of Local Government Finance
Department of Finance
8th floor, EDPC Bldg., BSP Complex,
Roxas Blvd., Malate, Manila

Thru: (Name of Regional Director)
 (Address of BLGF-Regional Office)

Dear **Director ALVINA:**

Relative to the loan application of the (Name of LGU) , with the (Name of Financing Institution) , may we request for the issuance of Certificate of Net Debt Service Ceiling and Borrowing Capacity from that Office, with the following information provided for your reference/consideration:

Credit Facility <i>(Specific Purpose of Loan)</i>	Term of Loan	Amount of Loan
▪ Indicate the purpose of the loan (state what exactly it is in the approved Resolution)	▪ Indicate the number of years to pay including grace period and the interest rate	▪ Indicate the amount of proposed loan

Add rows for other additional information as may be necessary

Attached are the documents required to facilitate our request in compliance with DOF DO No. 054.2016, dated 25 October 2016, to wit:

1. Certification by the Local Treasurer of presence or absence of loan/loans duly certified by the Local Treasurer;
2. Commission on Audit (COA) Annual Audit Certificate for the most recent year, which supported by the year-end financial reports for the past three (3) years;
3. Certification issued by the lending institution stating that it shall not require LGU deposits as compensating balance for the loan;

Thank you.

Very truly yours,

Name and Signature
Title of LCE