

Checklist of Documents for the Issuance of Certificate of NDSC/BC

DOCUMENTS	
1.	Application Letter-request from the Local Chief Executive (LCE) indicating: <ol style="list-style-type: none"> i. The lending institution/s; ii. The purpose of the loan; iii. The loan requirement for each project; iv. Terms and conditions of the proposed loan/s <ol style="list-style-type: none"> a) tenor; b) repayment period; and c) interest rate; v. Email address of the LCE; vi. Name of official LGU representative, preferably the local treasurer, and the designated email address and mobile number; and vii. Name of official bank/lending institution (LI) representative, and designated email address and mobile number.
2.	Scanned copy of government-issued IDs of the LCE, local treasurer, and lending institution representative with three (3) specimen signatures
3.	Offer Sheet from the Lending Institution indicating: <ol style="list-style-type: none"> i. The purpose of the loan; ii. The loan requirement for each project; and iii. Terms and conditions of the proposed loan/s <ol style="list-style-type: none"> a) tenor b) repayment period, and c) interest rate.
4.	Certification of presence/absence of loan/s by the Local Treasurer indicating: <ol style="list-style-type: none"> i. Type/s of loan/s & other obligations contracted; ii. Purpose of the loan/s & other obligations contracted; iii. Name of the lending institution/s; iv. Date of approval & maturity; v. Terms & conditions (interest rate & tenor); and vi. Remaining balance/s of loan/s and other obligations.
5.	Annual amortization schedules (segregating the principal from the interest) issued by the lending institution/s , if the LGU has existing loan/s
6.	Commission on Audit (COA) Annual Audit Certificate for the most recent year
7.	Year-End Financial Reports for the past three (3) years , stamped as received by COA <ol style="list-style-type: none"> i. Pre-closing Trial Balance ii. Statement of Financial Performance
8.	Agency Action Plan and Status of Implementation (AAPSI) on latest COA Audit Report , stamped as received by COA

Note:

- **For template and format, you may refer to BLGF Memorandum Circular No. 005.2018** (<https://blgf.gov.ph/req-of-cert-on-debt-service-ceiling-ro/>)
- **Be reminded of BLGF MC No. 007.2020, which states that:**
“All BLGF ROs shall undertake due diligence and proper LGU verification, and shall: (i) check the completeness and orderliness of the documentary requirements submitted; (ii) evaluate if the reduced documentary requirements, pursuant to Section 4 of DO No. 054.2016 apply; (iii) prepare the preliminary computation of the NDSC/BC in accordance with Sections 5.1 and 5.2 of DO No. 054.2016; and (iv) email to the BLGF CO via ldmed@blgf.gov.ph the indorsement signed by the BLGF Regional Director, and all electronic documents/references and preliminary computations.”