



**DEPARTMENT OF JUSTICE  
EMPLOYEES' MULTI-PURPOSE COOPERATIVE**

7<sup>th</sup> Floor, Unit 10 Vista GL Taft Residences

1344 Taft Avenue, Ermita, Manila

☎(02) 7617-7068 \* 0927-6144820 \* 0917-1378030

Email: [osiempc1989@gmail.com](mailto:osiempc1989@gmail.com)

**BOARD RESOLUTION NO. 25 -2025**

**POLICY GUIDELINES ON CONSOLIDATION LOAN (CONSO LOAN)**

**OBJECTIVE:** To simplify payment by consolidating multiple existing loans under one loan and replacing them with an affordable monthly amortization.

**CRITERIA FOR LOAN APPROVAL:**

1. Consolidation Loan (Conso Loan) shall be available to all members with two or more existing loans that are at least three months old, except CAB.
2. The minimum loan amount is **Two Hundred Thousand (P200,000.00)** and the maximum is **One Million (P1,000,000/00)**.
3. The applicant must be included in the preceding and current regular payroll.
4. The applicant must have a net take-home pay that is ten percent (10%) higher than the provisions required by the General Appropriations Act (GAA), after all deductions have been made, including this loan amortization.
5. The applicant must have contributed to his/her share capital in the amount equivalent to at least twenty-five percent (25%) of the gross loanable amount. However, if his/her contribution/share capital is less than 25%, the balance will be deducted from the proceeds of his/her loan to cover the minimum share capital requirement.

6. Leave Credit requirements:

Leave Credits	Loanable Amount
30-60 days	P 200,000.00 – P 400,000.00
61 - 100 days	P 401,000.00 – P 500,000.00
101 days above	P 501,000.00 – P 1,000,000.00

7. The consolidated loan shall be payable up to **Sixty (60) months**.
8. Interest on Loan per annum based on the diminishing balance method

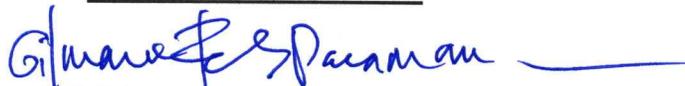
Terms of Payment	Interest Rate
Twelve (12) months and below	Five percent (5%)
Twenty-Four (24) to Thirty-Six (36) months	Six percent (6%)
Forty-Eight (48) months	Seven percent (7%)
Sixty (60) months	Eight percent (8%)

9. Conso loan is subject to a two percent (2%) Service Fee and Manulife loan insurance.

10. A member-borrower may apply for a loan renewal after making a payment of **Fifty Percent (50%)** of the principal amount.
11. The member-borrower can apply for a Salary, Multi-Purpose, Short-Term, Educational, and Financial Assistance loans **AFTER** paying the third monthly amortization for his/her consolidated loan.
12. Member-Borrower with **no leave credits** or those with **pending administrative/criminal cases** may avail of this loan up to **One Hundred percent (100%) of his/her paid-up capital**, but not to exceed Five Hundred Thousand Pesos (P500,000.00).
13. The maximum age requirement for the availment/renewal of a loan shall be **Fifty-Nine (59) years old. Those who are Sixty (60) years old and above** may avail of this loan equivalent to his/her paid-up capital, but not to exceed Five Hundred Thousand Pesos (P500,000.00). **[BR NO. 41-2022]**
14. All consolidated loan applications will be processed, scheduled, and approved for payment by the Credit Committee or by an authorized officer on a first-come, first-served basis, except when the loan being processed comes from one of the members of the Credit Committee, in which case, it should be approved by the Board of Directors.
15. In case of default in payment, without valid reasons, a one percent (1%) penalty of the amount due per month of delay will be charged.

Approved this \_\_\_\_ day of \_\_\_\_\_ and takes effect on 01 JANUARY 2026

**BOARD OF DIRECTORS**



**GILMARIE FE S. PACAMARRA**

Chairperson



**RAMIL O. MARTINEZ**

Vice-Chairperson



**MICHAEL A. VITO CRUZ**

Member



**JOEY J. ANGOSTORA**

Member



**VERNIL M. RIVERA**

Member

Attested by.



**ALEXANDER P. FERNANDEZ**

Secretary