

SUBMISSION OF REPORTS

- a. Report on Summary of Outstanding Loans (DoF);
- b. Report on Foreign Borrowings (BSP) and
- c. Report Medium and Long term Loans (BTr);

Frequency of submission

Monthly

RECIPIENTS OF THE REPORTS

Department of Finance, Bangko Sentral ng Pilipinas and Bureau of the Treasury

WHAT ARE THE REQUIREMENTS

- a. Correctly and completely updated loan ledgers (upon payment of the regular amortizations of the loans and other charges)
- b. Required forms to be filled up and signed by the signatories

STEP	ACTIVITY	DURATION OF ACTIVITY	PERSON IN CHARGE	FORMS
1	Upon payment of the regular amortization of the loans, update the loan ledgers for the amount of principal payment, interest and other charges (if any)	10 -30 minutes	Accounts Management Specialist	Internal form only
2	Based on the information above, prepare the Report on Summary of Outstanding Loans (DoF), Report on Foreign Borrowings (BSP) and Report Medium and Long term Loans (BTr); prepares the transmittal letters	45 minutes to 1 hour	Accounts Management Specialist	Attached Forms A, B, and C
3	Checking/verifying the accuracy and completeness of the figures and other information in the report; initials on the reports and the letters	30-45 minutes	Division Chief – Revenue Management	
4	Further verification/checking if desired; Signs on the report and on the letter	30 minutes	Department Manager	
5	Submit to the BSP, DoF and BTr	Within five (5) working days after the end of each month	Accounts Management Specialist	

Summary of Outstanding Loans / Foreign Borrowings Report/Report on Medium and Long Term Loans

