



# **APPLICATION FOR MEMBERSHIP**

*“Effective service towards quality of life of  
the members and the community”*



## **Who are qualified to become a member of UPLBCDC?**

- Filipino citizen
- 18 to not more than 55 years old
- Residing and/or working in Los Baños, Calamba, Bay, and Calauan, Laguna
- Physically and medically fit
- With capacity to contract, and engage in any lawful economic activity

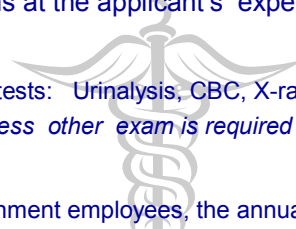
## **What are the requirements?**

- 1. Payment of PMES seminar fee (P100.00)**
- 2. Attendance in Pre-Membership Education Seminar (PMES) - every third Friday of the month, 3-5:30 p.m.**

*NOTE: Attendance in PMES is required before complying with the other requirements*

## **3. Medical Examination**

- Conducted by accredited hospitals/physicians at the applicant's expense\*
- Standard tests: Urinalysis, CBC, X-ray, physical exam (*unless other exam is required*)
- For government employees, the annual medical examination certificate from a credible medical health provider or laboratory (valid for 6 months) may be submitted



- For self-employed and those working in the private sectors, the result of the annual medical examination should be validated by a UPLBCDC accredited physician

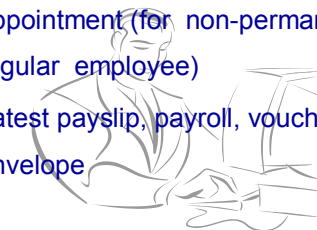
## **4. Documents Required**

### **General**

- Certificate of Attendance
- Barangay clearance or Police Clearance or NBI clearance
- Birth Certificate
- 3 copies (1" x 1") recent ID picture
- Sketch of residence
- Evaluation Form
- Application Form
- For beneficiaries - marriage contract, birth certificate of children, birth certificate of brother/sister (whichever is applicable)

### **a. EMPLOYED**

- Authenticated photocopy of latest appointment or certificate of employment or certificate of renewal of appointment (for non-permanent, non-regular employee)
- Latest payslip, payroll, voucher or pay envelope



**b. SELF-EMPLOYED**

- Photocopy of DTI registration and Barangay/Mayor's Permit (for business)
- Photocopy of OR/CR under the name of the applicant and franchise permit (for transport operator)
- Affidavit of Income
- Sketch of business location

**c. Overseas Filipino Workers (OFW)**

- Photocopy of passport and visa
- Photocopy of latest appointment/contract of employment
- General or Special Power of Attorney (GPA or SPA)

*Note: Please present original documents for verification purposes. Additional requirement(s) will be asked when deemed necessary.*

\*Accredited Hospital/Physicians:

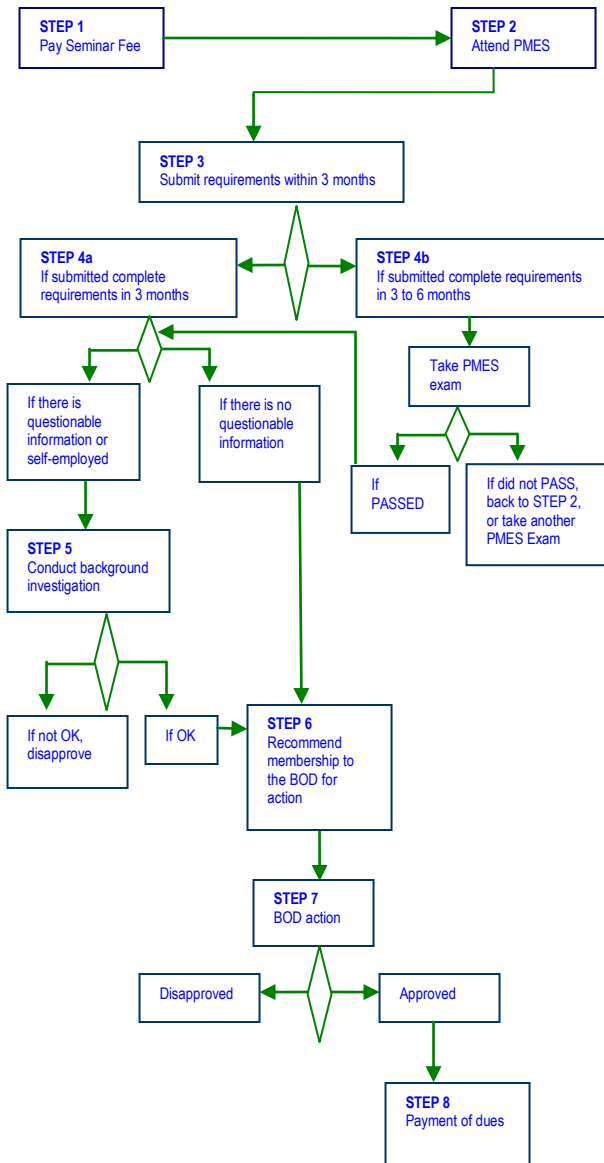
**UNIVERSITY HEALTH SERVICE**  
UPLB Campus  
Tel. No. 536-3247; 536-2470

**LOS BAÑOS DOCTORS HOSPITAL**  
Tel. Nos. 536-0100; 536-1825

**BIO-SCAN CLINIC LABORATORY**  
Dr. Jose Tablante/Dr. Ma. Elena B. Ferino  
Tel. Nos. 536-4875

**HEALTHSERV LOS BAÑOS**

**Membership Application Flow Chart**



**INITIAL DUES TO BE PAID**

**Share Capital Contribution**

P500.00 or 2% of monthly Salary/Income (whichever is higher)

**Savings Deposit**

P500.00

**(Initial & Maintaining Balance)**

**Membership Fee**

P100.00

**Group Insurance (CLIMBS)**

P1,360.00

**UPLB CREDIT AND DEVELOPMENT COOPERATIVE**

**Main Office:**

Kanluran Road, Sacay Grand Villas, College, Laguna

Office of the Manager: (049) 536-2830

Treasury/Accounting Section: (049) 536-3638

Administrative Services Section: (049) 542-9848

Loan Section: (049) 536 2263

**Satellite Office**

Brgy. Anos Los Baños, Laguna (beside Meralco)

(049) 536-7668

Kasambili: (049) 536-2949