

**BRANCH COORDINATORS MONTHLY REPORT – PAGE 1**

**For the Month of 20 .**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Borrower** | **Loan Type Amount** | **Remarks** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |

|  |  |
| --- | --- |
| # Members who increased their Share Capital Contribution |  |
| # Members who added Savings Deposit |  |
| # Members who invested in Time Deposit |  |
| # Members encouraged/counseled not to withdraw their membership |  |
| # Members motivated to complete their initial paid-up Share Capital |  |
| **TOTAL** |  |

**Number of membership forms released: .**

**Meeting Date: . Branch/es: .**

**Meeting Type: ( ) PMES Number of New Attendees: .**

**Meeting Type: ( ) VMOM Number of Attending Member: .**

**Total Number of Attendees: .**

**FOR OFFICE USE ONLY. DO NOT WRITE BELOW THIS LINE.**

|  |  |  |
| --- | --- | --- |
| Monthly Allowance: |   |  |
| Communication Allowance: |   |  |
| Reimbursements: |   |  |
| Additional Location Allowance: |   |  |
| **Total:** |   |  |
|  |  |  |

Prepared by: Checked by: Verified by: Approved by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Signature over printed name) JUDY ANN U. NICOLAS APRIL JOHN GONZAGA GINA J. GARCIA**

 Training Assistant I HMRA General Manager



 **BRANCH COORDINATORS MONTHLY REPORT – PAGE 2**

**For the Month of 20 .**

**REQUESTS:**

**FORM TYPE QUANTITY REMARKS**

 **. . .**

 **. . .**

 **. . .**

 **. . .**

 **. . .**

**TRANSMITTAL SUMMARY**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **NAME OF MEMBER** | **TRANSACTION** | **PAYMENT FOR/** |
| **PARTICULARS** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | **TOTAL CASH REMITTED:** |  |  |
|  | **TOTAL CHECK REMITTED:** |  |  |
|  | **TOTAL REMITTANCE:** |  |  |

Prepared by (signature over printed name): Prepare Date: .

 **.**

Received by: Noted by:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MANCIA T. MOREÑO JONA MARIE S. PACASUM**

Cashier General Treasurer