



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
*Office of the Secretary*

**CIRCULAR INSTRUCTION NO: 11/2025**

**TO : ALL DEPARTMENTAL HEADS  
PUBLIC SERVANTS IN NATIONAL CAPITAL  
DISTRICT ONLY(NCD)**

**DATE : 14<sup>th</sup> August, 2025**

**FILE : 1-4-12(A)**

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**SUBJECT: COORDINATION & FACILITATION OF HOME LOAN PRE-ASSESSMENT ELIGIBILITY WITH BANKS BY DPM FOR PUBLIC SERVANTS IN NCD ONLY FOR THE PUBLIC SERVICE HOUSING PROGRAM.**

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This Circular Instruction serves to advise all of the above mentioned category that Department of Personnel Management (DPM) is developing a Public Service Homeownership Program for First home buyers in NCD. This project is co-funded under the Public Private Partnership (PPP) agreement between Government of Papua New Guinea and International Finance Corporation (IFC) which plays an advisory role.

As part of the process, DPM and IFC will conduct market sounding and sourcing for potential developer. Public Servants are encouraged to do a pre-assessment with the banks to assess whether they are financially eligible for a home loan for this program. Pre-assessment will indicate the demand of homeownership and their capacity to have access to home financing. It is also important for you to know your financial status whether eligible to participate in Public Service Housing Program or in the open market.

All financial institutions will be invited to set up booths to assist public servants to conduct their pre-assessment from the **25<sup>th</sup> – 29<sup>th</sup> of August, 2025** at **Central Government Office (CGO – DPM Office, Ground Floor).**

**“RISE UP, STEP UP, SPEAK UP”**



All Public Servants (NCD only) are required to prepare and bring the following documentations;

1. 3X latest pay slips (in arrangement of co-borrowing, spouses or family member can also bring their pay slip for assessment)
2. 2x current IDs (Passport, NID, Driver's License, Work ID etc.) (IDs of co-borrower if applicable)
3. Bank Statement/loan statement of the last 6 months
4. Screenshot of Housing savings, superannuation statement and other savings or banks statement of savings

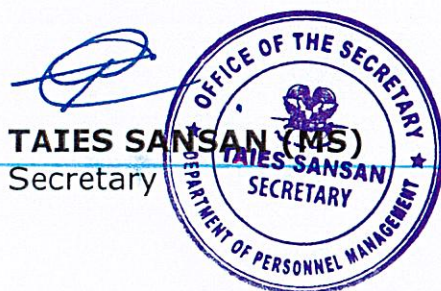
Note: in the arrangement of co-borrowing, spouse or family member with the primary borrower, **both** have to provide the requirements as indicated above.

The banks confirm to set up booths at the Central Government Office from the 25<sup>th</sup> August to 29<sup>th</sup> August, 2025 are;

1. Bank South Pacific
2. Kina Bank
3. Westpac Bank
4. TISA Bank
5. National Corporation Bank

Ensure all requirements indicated above are provided by you and you are free to choose the bank you are interested to conduct your pre-assessment.

For clarification, queries and further information, please do not be hesitate contact the Public Service Housing Division via email at [pdavid@dpm.gov.pg](mailto:pdavid@dpm.gov.pg) or [nlevi@dpm.gov.pg](mailto:nlevi@dpm.gov.pg) or on landline 3276321 or 3276300.



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