



Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors/In-Charge
Elementary & Secondary School Heads/OICs
All Teaching & Non-Teaching Personnel
All Others Concerned

For information, guidance, and wide dissemination.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent ✓





Republic of the Philippines
Department of Education
REGION V - BICOL

Office of the Regional Director



ADVISORY
August 04, 2023

**CLARIFICATION ON THE VALIDITY OF REQUESTS
FOR REBILLING AND EXTENSION OF LOAN TERM**

It must be noted that this Office issued RM No. 240, s. 2023, enumerating salient points of the Automatic Payroll Deduction System (APDS) one of which is the validity of the request for rebilling resulting in an extension of the loan termination date.

To reiterate, rebilling is proper only **if the loan term is still in effect** and coupled with any of the following circumstances, **there was an error in the submitted textfile, and was not rectified within the uploading period, or the borrower was inadvertently excluded from the submitted textfile.**

It only means that rebilling must be submitted to the Payroll Services immediately.

To illustrate: Deduction for Teacher A was excluded in July of 2023, the PLI concerned upon receipt of the remittance list should immediately submit its request for rebilling on or before August 05, 2023.

If PLIs would submit the same either **a year before the loan termination date or after the loan has terminated**, the Payroll Services will require the requesting PLI to submit a justification before this Office decides whether to grant or deny the said request for rebilling, otherwise, this Office will send a *pro forma* notice indicating that such a request will not be given due course. Further, the PLI is expected to submit a separate textfile for rebilling. Hence, rebilling is not allowed to be included for textfile under new accounts.

While this Office is determining its response to the request, it is a pre-requisite on the part of the PLI to notify in writing the affected DepEd borrower giving the latter the option to settle the outstanding balance using the over-the-counter mode of payment or require him/her to visit the nearest PLI branch for possible agreement.

Please be guided accordingly.


GILBERT T. SADSAD
Regional Director

AD-PSU/sjdvii
08/04/2023



Regional Center Site, Rawis, Legazpi City 4500

0969 516 9555
region5@deped.gov.ph

MATATAG
Ganap ng Makabata, Batang Makabansa