




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



MEMORANDUM

OSDS-UM-PER-04-26-22/MBL

TO : Asst. Schools Division Superintendent
 Division Chiefs
 Section/Unit Heads
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary & Secondary School Heads
 Teaching & Non-Teaching Personnel

FROM : 
SUSAN S. COLLANO
 Schools Division Superintendent

SUBJECT : **DIVISION PROVIDENT FUND BOARD**

Date : April 26, 2022

1. Pursuant to Regional Memorandum No. 23, s. 2022, DepEd Order No. 08, s. 2022 and DepEd Memorandum No. 41, s. 2022, this Office hereby announces the Composition of Division Provident Fund Board as follows:

Chairperson	SUSAN S. COLLANO Schools Division Superintendent	Approves the provident fund loan applications.
Secretariat		
Head of the Secretariat	EVA S. TOLENTINO Administrative Officer V	Supervises the operation of Provident Fund Secretariat including the review of the Provident Fund loan application and recommends its approval.





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Members	MARICHELE B. LLAVE Administrative Officer IV	Certifies and signs the Certificate of Employment & Credibility and provides the financial data required on box C and sign over the corresponding areas required to establish authenticity of information.
	ANGELO JAMES O. AGUINALDE Accountant III	Reviews voucher/payroll and sign the same.
	NORLITO JR. P. AGUNDAY Attorney III	Assists in the processing of the submitted applications for loan by verifying from records needed on pendency of administrative cases and signs the loan application form for the Certificate of Employment and Credibility. Performs other functions as needed by the Provident Fund Secretariat.
	JONAH ANN M. VALENZUELA Administrative Aide VI	Receives loan applications, processes the same and signs for boxes A and B of the form including the "Processed by" portion of Box D.
	PEARL S. AGUINALDE Administrative Assistant	Receives the processed loan applications and reviews the same and signs for box D

2. For information, guidance and compliance of all concerned.

