




Republic of the Philippines
Department of Education
 REGION V - BICOL



REGIONAL MEMORANDUM
 NO. 23 s. 2022

TO : Schools Division Superintendents
 Secondary School Principals
 Schools Division Provident Fund Board Secretariat
 Division Accountants
 School Accountants/ Sr. Bookkeepers
 All Others Concerned

From : 
 GILBERT R. SADSAD
 Regional Director

Subject: REITERATION ON THE DELEGATION OF APPROVING AUTHORITIES
 UNDER THE DEPED PROVIDENT FUND PROGRAM IN THE SCHOOLS
 DIVISION OFFICES OF REGION V

Date : March 7, 2022

1. In compliance to DepEd Order No. 003, s. 2022 dated February 17, 2022 regarding the Amendment and Additional Provision to DepEd Order Nos. 36 s. 2007 and 037, s. 2018 (Prescribing the Maximum Loanable Amount and Delegation of Approving Authorities under DepEd Provident Fund (PF) Program), it is hereby reiterated that the evaluation and approving authority of the DepEd Provident Fund Multi-Purpose Loan (MPL) and Additional Loan of teaching and non-teaching personnel in the Schools Division Offices and Secondary Implementing Units (IUs) are hereby delegated to the Head of the Schools Division PF Board Secretariat, Schools Division Superintendent and the Regional Director.
2. During the conduct of the 2-Day Conference of the Regional PF Board of Trustees and Secretariat and Schools Division Office In-Charge on March 3-4, 2022 in Sta. Magdalena, Sorsogon, it has been noted that the application of the PF Multi-Purpose Loans of some Secondary IUs with complete PF Books are no longer submitted to the Schools Division PF Board Secretariat for evaluation and approval. It has been disclosed that the processing of the said PF Application Forms is being done in school and approved by the Secondary School Principal. Based on the DepEd Provident Fund issuances and guidelines, it has been stated that the Schools Division Superintendent and the Regional Director are the only approving authorities in the PF Chapter of Schools Division Office.



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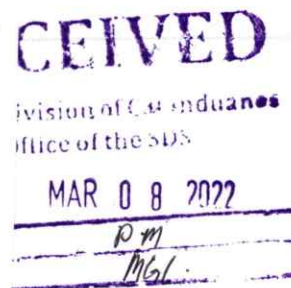


March 14, 2022

To: Asst. Schools Division Superintendent
 Chief Education Supervisors (CID and SGOD)
 Section Chiefs
 Elementary and Secondary School Heads
 All others concerned

For information and widest dissemination.


 SUSAN S. COLLANO
 Schools Division Superintendent





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3. In view thereof, all Secondary IUs with PF Books of Account are hereby directed to follow this procedure for standardization:
 - a. The Secondary IUs shall submit the teacher/employee PF accomplished application forms with attached transmittal and the necessary supporting documents to the Schools Division PF Board Secretariat through the Records Section;
 - b. The application form will then be given to SDO Provident Fund In-Charge/ Accounting Section for the computation of the amortization schedule according to the repayment period of the loan chosen by the applicant;
 - c. Final approval will come from the Committee Chair;
 - d. After approval, the application form will then be returned to the Secondary IU for processing of the Disbursement Voucher and payment, subject to availability of fund.

4. For immediate dissemination, guidance and strict compliance.

Reference No. M-_____

RPFSEC/RKF/RBT
03/7/22



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