

Republic of the Philippines

**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR FINANCE**

**MEMORANDUM**  
**OUF-2023-0494**

2023-07-10180

**TO :** REGIONAL DIRECTORS

**ATTENTION :** REGIONAL PF BOARD OF TRUSTEES  
REGIONAL PF CHAPTER SECRETARIATS  
CHIEFS OF FINANCE AND ADMINISTRATIVE DIVISION  
HEADS OF REGIONAL PAYROLL SERVICE UNIT

**FROM :** *Annalyn M. Sevilla*  
ANNALYN M. SEVILLA  
Undersecretary for Finance  
Chairperson, Provident Fund National Board of Trustees

**SUBJECT :** IMPLEMENTATION OF PF BOARD RESOLUTION NO. 5 s. 2023

**DATE :** JULY 11, 2023

1. This is to inform you of the approval of Provident Fund (PF) Board Resolution No. 05, s. 2023, entitled ***"A Resolution Approving the Grant of an Automatic Two-Month Moratorium on Payment of Provident Fund Loan (PF) Amortizations of Borrowers Affected by Calamity"*** by the DepEd PF National Board of Trustees (PFNBT).
2. Pursuant to said PF Board Resolution, the following are the guidelines in granting the automatic two (2)-month moratorium:
  - a. There is a declaration of state of calamity officially issued by either the President of the Philippines, the National Disaster Risk Reduction and Management Council and its counterpart agencies in the Regions, Provinces, Cities and Municipalities, or by the Legislative Councils of Local Government Units concerned;
  - b. The 2-month moratorium SHALL APPLY TO ALL PF BORROWERS who are teaching and non-teaching personnel and actually working and/or residing in regions/s, province/s, city/ies or schools division/s covered by the declaration of a state of calamity;
  - c. Existing PF deductions to be temporarily stopped shall be lodged at the "Undeducted Obligations" of the payslips of the borrower, and shall automatically be restored to the payroll after the 2-month period is implemented;
  - d. Loan term in the payroll program shall be adjusted/extended corresponding to the 2 month of loan moratorium;

2/F Rizal Building, DepEd Complex, Meralco Avenue, Pasig City  
Telephone No.: (02) 8633-9342; Fax No.: (02) 8638-3703; Email Address: usec.financebpm@deped.gov.ph

- e. No additional interest shall be imposed on the loan accounts during the moratorium period;
  - f. The Loan moratorium shall take effect immediately in the next payroll month after the declaration of the state of calamity;
  - g. All payroll units in the region/schools division/implementing unit-secondary schools shall be directed to implement the loan moratorium;
  - h. All PF Chapters are directed to report on loan moratorium granted to PF borrowers not later than two weeks after the end of the grant of loan moratorium; and
  - i. All PF Chapters, through their respective Board Chairperson, shall submit a report to the PFNBT, through the PF National Board Secretariat (PFNBS), on the availment of the loan moratorium as soon as the same has been effected by the Payroll Units concerned (Annex A attached for the template), within first week of its implementation of the loan moratorium.
3. For inquiries, you may contact Employee Account Management Division, the PFNBS, at [fs.camd@deped.gov.ph](mailto:fs.camd@deped.gov.ph) or telefax number (02) 8633-7248.
4. For strict compliance. Immediate dissemination of this Memorandum is desired.

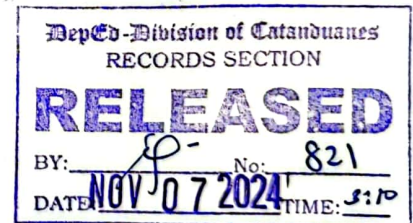
*Handwritten initials/signature*



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
 REHIYON V - BICOL  
 TANGGAPANG PANSANGAY NG CATANDUANES

November 6, 2024

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Section/Unit Head  
 Public Schools District Supervisors/In-Charge of Districts  
 Elementary & Secondary School Heads  
 All Teaching and Non-Teaching Personnel  
 All Others Concerned



1. Enclosed is Memorandum OUF-2023-0494, which covers the Implementation of PF Board Resolution No. 5 s. 2023 titled "A Resolution Approving the Grant of an Automatic Two-Month Moratorium on Payment of Provident Fund Loan (PF) Amortizations of Borrowers Affected by Calamity."
2. For information, guidance and strict compliance of all concerned.

By Authority of the OIC-Schools Division Superintendent:

*(Signature)*  
**EVA S. TOLENTINO**  
 Administrative Officer V  
 Officer-In-Charge

*Handwritten notes and date*  
 NOV 10 2023  
*Handwritten initials*  
 1:16

ANNEX A

**REPORT ON THE GRANT OF TWO-MONTH MORATORIUM ON PAYMENT OF PROVIDENT FUND LOAN AMORTIZATIONS OF BORROWERS AFFECTED BY CALAMITY**

<b>PF CHAPTER (Schools Division/ Region)</b>	<b>PROCLAMATION NO./ISSUED BY:</b>	<b>TYPE AND NAME OF CALAMITY (whether Earthquake or Typhoon, etc.)</b>	<b>DATE OCCURED</b>	<b>NO. OF PF BORROWERS AFFECTED</b>	<b>SCHEDULE OF DEFERMENT</b>	<b>TOTAL AMOUNT OF AMORTIZATIONS DEFERRED</b>
<i>Schools Division of XX PF Chapter, Region X</i>	<i>012 issued by LGU or President of the Philippines</i>	<i>Typhoon Dadang</i>	<i>August 20, 2023</i>	<i>1,790</i>	<i>September to October 2023</i>	<i>3,460,070.00</i>

**PREPARED BY:**

Signature Over Printed Name  
HEAD SECRETARIAT, REGIONAL PF BOARD OF TRUSTEES

**APPROVED BY:**

Signature Over Printed Name  
CHAIRPERSON, REGIONAL BOARD OF TRUSTEES



Republic of the Philippines  
Department of Education

**PROVIDENT FUND NATIONAL BOARD OF TRUSTEES**

**BOARD RESOLUTION NO. 5, s. 2023**

**RESOLUTION APPROVING THE GRANT OF AN AUTOMATIC TWO-MONTH  
MORATORIUM ON PAYMENT OF PROVIDENT FUND LOAN AMORTIZATIONS  
OF BORROWERS AFFECTED BY CALAMITY**

**WHEREAS**, the DepEd Provident Fund was created pursuant to Administrative Order (AO) No. 279, s. 1992, entitled "*Prescribing Rules and Regulations for the Establishment and Administration of a Provident Fund of Agencies Covered by Section 41 of the General Provisions of Republic Act No. 7180; and DepEd Order No. 97, s. 1992 entitled "Establishment of the DECS Provident Fund";*

**WHEREAS**, in accordance with the above issuances, the Provident Fund National Board of Trustees (PFNBT), as the policy-making body of the Fund, has been organized and tasked to promulgate, apply, and enforce the rules and regulations governing the use and operation of the DepEd PF;

**WHEREAS**, as authorized by the PFNBT pursuant to the provisions of AO 279, DepEd Teaching and Non-Teaching Personnel may avail of regular and/or additional loans in order to provide financial assistance to them in times of their needs, subject to the terms and conditions of its availment;

**WHEREAS**, the Philippines is a country that is prone to visits of natural calamities that some cause disastrous impact to life and property of a sizeable portion of the population, including the DepEd personnel;

**WHEREAS**, the calamities also affect the shelter, livelihood and other sources of income of its victims thereby even prejudicing the ability of loan borrowers to repay their loan obligations since their priority attention is the restoration of normalcy in their daily ways of life;

**WHEREAS**, the PFNBT recognizes the financial, physical, psychological and mental predicaments of DepEd employees, specially the loan borrowers, during times of calamities; and also its role and moral obligation as a caring institution in the Department in extending relief support to them as they rebuild the destructions and damages brought into their life by the calamity;

**WHEREAS**, in light of the foregoing, a policy on the grant of a loan moratorium of two (2) months for loan borrowers affected by calamity was presented by Member Director Robert M. Agustin during the March 30, 2023 PF Board meeting in Baguio City; which policy and its operating guidelines were considered and, after thorough deliberation, on motion of Member Atty. Domingo B. Alidon and duly

*RS*



Republic of the Philippines  
Department of Education

seconded by Member Superintendent Jorge M. Reinante, the recommendation was approved;

**NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED**, that the PFNBT **APPROVE** the grant of a loan moratorium of two (2) months for loan borrowers affected by calamity, subject to the following guidelines:

1. There is a declaration of state of calamity officially issued by either the President of the Philippines, the National Disaster Risk Reduction and Management Council and its counterpart agencies in the Regions, Provinces, Cities and Municipalities, or by the Legislative Councils of Local Government Units concerned;
2. The 2-month moratorium **SHALL APPLY TO ALL PF BORROWERS** who are teaching and non-teaching personnel and **actually working and/or residing** in region/s, province/s, city/ies or schools division/s covered by the declaration of a state of calamity;
3. Existing PF deductions to be temporarily stopped shall be lodged at the "Undeducted Obligations" of the payslips of the borrower, and shall automatically be restored to the payroll after the 2-month period is implemented;
4. Loan term in the payroll program shall be adjusted/extended corresponding to the 2 months of loan moratorium;
5. No additional interest shall be imposed on the loan accounts during the moratorium period;
6. The loan moratorium shall take effect immediately in the next payroll month after the declaration of the state of calamity.
7. All payroll units in the region/schools division/implementing unit-secondary schools shall be directed to implement the loan moratorium;
8. All PF Chapters are directed to report on loan moratorium granted to PF borrowers not later than two weeks after the end of the grant of loan moratorium;
9. Henceforth, this policy shall be implemented in all instances of declaration of calamity without any need for a directive from the Board; and

13



Republic of the Philippines  
Department of Education

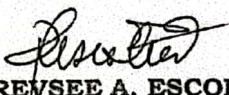
10. All PF Chapters, through their respective Board Chairperson, shall submit a report to the PF National Board Secretariat (PFNBS) on the availment of the loan moratorium as soon as the same has been effected by the Payroll Units concerned. The NBS shall provide the template of the Report; and consolidate all Reports for submission to the PFNBT within the first week of the implementation of the loan moratorium; and thereafter, the PFNBT Chairman shall forward the report to the Vice President / Secretary and the Chief of Staff, Office of the Secretary for information and reference.

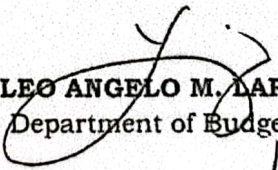
**BE IT RESOLVED FURTHER**, that the Board Secretary and the PFNBS **BE DIRECTED** to cause the immediate issuance of the corresponding Memorandum to all PF Chapters and offices/units involved in the payroll processing, and all the necessary actions in order to implement the policy.


Signed on April 12, 2023

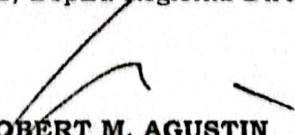
**NATIONAL BOARD OF TRUSTEES**

  
**ANNALYN M. SEVILLA**  
Chairperson

  
**ATTY. REVSEE A. ESCOBEDO**  
Vice-Chairperson

  
**LEO ANGELO M. LARCIA**  
Representative, Department of Budget and Management

  
**DR. WILFREDO E. CEBRAL**  
Representative, DepEd Regional Directors

  
**DR. ROBERT M. AGUSTIN**  
Representative, DepEd Bureau/Service/Center Directors



Republic of the Philippines  
Department of Education

**DR. JORGE M. REINANTE**  
Representative, Technical Employees' Group

**ATTY. DOMINGO B. ALIDON**  
Representative, Administrative Group