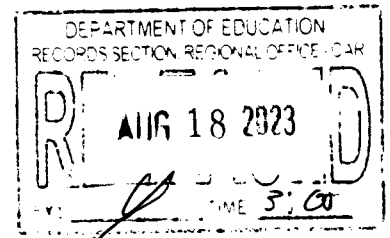




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



August 14, 2023

**REGIONAL MEMORANDUM**

No. 764-2023

**GRANT OF AUTOMATIC TWO-MONTH MORATORIUM ON PAYMENT OF  
PROVIDENT FUND LOAN (PF) AMORTIZATIONS**

To: Assistant Regional Director  
Schools Division Superintendents  
Heads of Implementing Units – Secondary Schools  
Schools Division Provident Fund Secretariat  
PF Regional Board of Trustees Members  
and Regional Secretariat  
All others concerned

1. The Provident Fund National Board of Trustees has approved Board Resolution No. 5, s. 2023 entitled “Resolution Approving the Grant of an Automatic Two-Month Moratorium on Payment of Provident Fund Loan Amortizations of Borrowers Affected by Calamity”. Subsequently, Memorandum OUF-2023-0494 was issued by Undersecretary Annalyn M. Sevilla on the implementation of the said Board Resolution.

2. The guidelines for the grant of the automatic loan moratorium of two (2) months for loan borrowers affected by calamity are as follows:

- 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 two-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 school 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 payslip of the borrower, and shall automatically be restored to the payroll after the two-month period is implemented;
- d. Loan term in the payroll program shall be adjusted/extended corresponding to the 2 months of loan amortization;
- 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 units-secondary schools shall be directed to implement the loan moratorium; and,
  - 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.
3. It shall be the responsibility of the Schools Division Offices concerned to inform the Regional Office, and to provide the document showing the declaration of state of calamity officially issued by 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;
4. The Schools Division Office shall submit to the Regional Office a consolidated report on the Grant of the Two-Month Moratorium by the Implementing Units-Secondary Schools and by the Schools Division Offices in cases of personnel being paid at the Division Office. This report is to be submitted by the Division Office to the Regional Office as soon as the moratorium has been effected on the payrolls. Attached is the template for the report;
5. The report/s from the field shall be included in the consolidated Regional Report to be submitted by the Regional Director, as the Chairperson of the PF Regional Board of Trustees, to the PF National Board of Trustees;
6. For inquiries, you may contact the Administrative Division, Attn.: Mr. Maksim Botilas, Executive Officer and Head of the PF Regional Secretariat, at [car.admin@deped.gov.ph](mailto:car.admin@deped.gov.ph).
7. For reference, dissemination and strict compliance.



**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/Regional Director

References: Memorandum OUF-2023-0494  
PFNBT Board Resolution No. 5 s. 2023

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

Schools Division	Proclamation/Resolution No./Issued by:	Type and Name of Calamity (whether earthquake or typhoon, etc)	Date Occured	No. of PF Borrowers Affected	Schedule of Deferment	Total Amount of Amortizations Deferred
<i>e.g</i>						
<i>Division paid personnel, Sch Division of -- Implementing Units:</i>	<i>012 issued by LGU or President of the Philippines dated</i>	<i>Typhoon Dadang</i>	<i>August 20, 2023</i>	<i>25</i>	<i>September to October 2023</i>	<i>100,000</i>
<i>Matatag National HS</i>	<i>012 issued by .....</i>	<i>Typhoon Dadang</i>	<i>August 20, 2023</i>	<i>60</i>	<i>September to October 2023</i>	<i>260,000</i>

**PREPARED BY:**

**APPROVED BY:**

Signature over Printed Name  
Member, Schools Division PF Secretariat

Signature over Printed Name  
CHAIRPERSON, SCHOOLS DIVISION PF SECRETARIAT