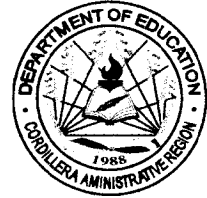




Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet




April 20, 2016

MEMORANDUM

TO : Schools Division Superintendents

ATTENTION : Division Accountants

FROM :  ELLEN B. DONATO, Ed.D., CESO III
 Director IV

SUBJECT : SUBMISSION OF DOCUMENTS FOR THE DEPED PROVIDENT FUND PROGRAM

RELEASED
 APR 20 2016
 BC
 DEPED-CAR Time: 4:03

Attached is the unnumbered memorandum from Undersecretary Reynaldo D. Laguda on the submission of reports/ data under the DepEd Provident Fund Program.

In this connection, please submit the required reports relating to your Divisions to the Finance Division, DepEd-CAR Regional Office on or before April 26, 2016.

For compliance.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434



Republic of the Philippines
Department of Education

April 14, 2016

MEMORANDUM

TO : All Regional Directors

ATTENTION : All Regional Chiefs, Finance Division

FROM : Undersecretary 
REYNALDO D. LAGUDA

SUBJECT : **SUBMISSION OF DOCUMENTS FOR THE DEPED PROVIDENT FUND PROGRAM**
=====

1. In relation to the plan of the Department to strengthen the management of the Provident Fund (PF) Program, and consistent with agreements during the 21st National Management Committee (ManCom) Meeting held in Naga City last April 11, 2016, the regions are hereby reminded to submit the following:
 - a. Status report of the PF at the regional level as of December 31, 2015;
 - b. List of Employees involved in PF loan management in the region, division, and schools;
 - c. Inventory of all Regional Board of Trustees issuances and policies on the PF;
 - d. Work flow process of regions, divisions, and schools in the administration of the PF, including turn-around time and persons responsible;
 - e. Forms being used on PF loan administration and management;
 - f. List of fiscally autonomous schools not remitting Service Fees;
 - g. List of fiscally autonomous schools allocated with PF by the Region; and
 - h. Universal listing of PF borrowers (region, division and schools) with existing loans.
2. The items for submission above are described in detail in Annex A. Please use the prescribed templates/formats attached to this memorandum (Annexes B. to F), the soft copies of which have been e-mailed to you.
3. Kindly submit hard copies of the above documents to the Employee Account Management Division (EAMD), Finance Service, DepED Central Office, Pasig City, and e-mail the soft copies to fs.eamd@deped.gov.ph on or before April 28, 2016. For any clarification, please contact Ms. Louisa S. Roberto or Ms. Czarina C. Besares at telephone numbers (02) 633-7248 / (02) 636-1620.
4. For immediate compliance. Thank you.

Attachments: Annexes A to F.

DETAILED LIST OF DOCUMENTS FOR SUBMISSION FOR THE DEPED PROVIDENT FUND PROGRAM

*Deadline: April 28, 2016

- a. Status report of the PF at the regional level as of December 31, 2015:
 - i. Summary of the fund status and performance following the prescribed format (Annex B);
 - ii. Consolidated Aging of Loans Receivable – Others (Annex C)
 - iii. Report on Delinquent Loans (Annex D)
 - iv. List of borrowers who are compliant with the requirements for granting the PF loan;
 - v. Cases/reasons for non-payment of loan amortization (i.e. maternity leave, with approved vacation leave for 1 month or more, net take home pay is below P3,500.00, etc.);
 - vi. Assets purchased through the DepED PF.
- b. List of Employees involved in PF loan management in the region, division, and schools (Annex E);
- c. Inventory of all Regional Board of Trustees issuances and policies on the PF for the following:
 - i. Current composition of the RBOT;
 - ii. Loan eligibility;
 - iii. Allowable expenses to be charged to PF. What is allowed under 20%?;
 - iv. Loan repayments (interest rate and repayment period). Are employees allowed to do direct payment? ;
 - v. Guidelines and formula on PF allocation/distribution (from regional office to schools division and schools);
 - vi. Types of loans and maximum allowable amount for each type; and
 - vii. Signing authority for the approval of PF loans (region, division, and schools).
- d. Work flow process of regions, divisions, and schools in the administration of the PF, including turn-around time and persons responsible, covering the following processes:
 - i. Processing of loan applications;
 - ii. Release of loan proceeds to borrowers;
 - iii. Remittance of loan payments;
 - iv. Collection of service fees from Private Lending Institutions (PLIs); and
 - v. Accounting/Booking of transactions and parallel recording by other offices, if any.
- e. Forms being used on PF loan management (e.g Application for PF Loan, Authority to Deduct, Disclosure Statement, Promissory Note, Order of Payment, Abstract of PF Deductions, Subsidiary Ledger, Notice of Stoppage/Deduction, Loan Remittance Voucher, Loan Remittance Summary, Statement of Account, etc.)
- f. List of fiscally autonomous schools not remitting Service Fees re: services to APDS accredited private lending institutions for loans of DepED borrowers collected through payroll deduction (please identify the point persons for each school)
- g. List of fiscally autonomous schools allocated with PF by the Region (please identify the point persons for each school)
- h. Universal listing of PF borrowers (region, division and schools) with existing loan, using the attached template (Annex F).

Region _____
STATUS OF THE PROVIDENT FUND
 As of December 31, 2015

Regional Office/ Schools Division Office/ School	Total No. of Employees based on plantilla	Total No. of Borrowers	Total Amount of Outstanding Principal Balances that are <u>Current</u> as of date (PhP)	No. of Borrowers: <u>Current</u>	Total Amount of Outstanding Principal Balances that are <u>Past Due</u> as of date (PhP)	No. of Borrowers: <u>Past Due</u>	Total Loans Receivable (Current + Past Due) (PhP)	% Past Due (Past Due ÷ Total Loans Receivable)
TOTAL								

*Deadline: April 28, 2016

Certified By:

Regional Chief, Finance Division
 (Signature over printed name)

Region _____
LIST OF EMPLOYEES CURRENTLY INVOLVED IN THE ADMINISTRATION OF PROVIDENT FUND LOANS

Date Accomplished: _____

Name	Position Title/Status of Employment	Duties and Responsibilities in the Administration of PF Loans	Date of Assumption of Current Duties and Responsibilities
1. Region			
a.			
b.			
c.			
2. Schools Division			
a.			
b.			
c.			
3. Schools			
a.			
b.			
c.			

*Deadline: April 28, 2016

Certified by:

 Regional Chief, Finance Division
 (Signature over printed name)

Region
PROVIDENT FUND - UNIVERSAL LISTING OF BORROWERS
 As of December 31, 2015

ANNEX F

NAME	POSITION TITLE	EMPLOYEE NUMBER	CIVIL STATUS	DATE OF BIRTH	Regular Loan			Calamity Loan 1			Calamity Loan 2			Additional Loan			Special Loan			Total Current Outstanding Balance	Total Past Due Outstanding Balance			
					Principal Loan Amount	Total Interest	Outstanding Principal Balance	Remaining No. of Repayments	Past Due? Yes or No	Principal Loan Amount	Total Interest	Outstanding Principal Balance	Remaining No. of Repayments	Past Due? Yes or No	Principal Loan Amount	Total Interest	Outstanding Principal Balance	Remaining No. of Repayments	Past Due? Yes or No			Principal Loan Amount	Total Interest	Outstanding Principal Balance
I. REGION																								
1																								
2																								
3																								
4																								
5																								
TOTAL																								
II. DIVISIONS																								
1																								
2																								
3																								
4																								
5																								
TOTAL																								
III. SECONDARY SCHOOLS																								
1																								
2																								
3																								
4																								
5																								
TOTAL																								
GRAND TOTAL																								

NOTED BY:

CERTIFIED CORRECT:

PREPARED BY: _____
 Head, Regional Payroll

 Chief, Finance Division

 Regional Director