

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
TAGBILARAN CITY DIVISION  
City of Tagbilaran

December 14, 2015

DIVISION MEMORANDUM

No. 383 s. 2015

**STRENGTHENING PROVIDENT FUND IMPLEMENTATION  
AT THE DIVISION LEVEL BY REVITALIZING THE SECRETARIAT**

To: Education supervisors/Division Coordinators  
School District Supervisors/Coordinating Principal  
Elementary and Secondary School Heads  
Non-Teaching Personnel

1. In order to make the DepEd Provident Fund more relevant in addressing the needs and demands of DepEd officials and employees, pertinent guidelines were released for its operation at the central, regional and division levels. Among these are DepEd order No. 36, s. 2007 (Amendments and Addendum to DepEd Order No. 12, s. 2004) and DepEd order No. 12, s. 2004 (Revised Implementing Guidelines for the DepEd Provident Fund) which have not been rescinded and are currently being implemented.
2. The latter order stipulated the creation of the Secretariat which shall administer the operation of the Fund in the division level under the supervision of the Regional Board. The Secretariat shall be headed by the Schools Division Superintendent and shall regularly report to the Regional Board of Trustees of the Provident Fund on the status of operation and financial condition of the Fund.
3. Pursuant to the foregoing issuances, the Division Secretariat shall have the following functions:
  - a. Implement the policies, rules and regulations promulgated by the Board of Trustees;
  - b. Approve loan as delegated by the Board;
  - c. Supervise the lending operations of the Fund;
  - d. Coordinate and keep records of the remittances, collections and financial transactions of the Fund;
  - e. Prepare status reports of operations on a monthly/quarterly basis and coordinate with the Accounting Unit for the preparation of the Fund's financial reports; and
  - f. Perform other functions as may be assigned.

4. The revitalized Secretariat shall be composed of the following with their specific functions:

Mr. Ruel C. Namocatcat, Administrative Officer V, signs the certification as to employment and credibility of loan applicant.

The Schools Division Superintendent approves the loan application.

Gina E. Gamao, Bookkeeper II, shall be the Fund In-Charge with the following specific functions:

- a. Take custody of all application forms for Provident Fund;
- b. Assign priority numbers of loan application on first-come-first-serve basis;
- c. Process and route the application form;
- d. Countersign the "approval" portion of the loan application before the approving officer affixes her signature;
- e. Prepare vouchers and payrolls of processed application form/s;
- f. Prepare billing statements;
- g. Prepare status report;
- h. Prepare monthly, quarterly and annual reports as may be required by the Regional Secretariat.

5. The Cashier's Office shall be responsible for the preparation of the check/s and the release of the same.

6. It is worth informing that cashiering is an administrative function and thus under the Administrative Unit.

7. For Provident Clearance purposes, the Accountant signs after it is countersigned by the Fund In-Charge.

8. Having officially set the Secretariat, the Division Provident Fund will revolve in a speedy cycle to effectively serve the needs of employees.

9. Immediate dissemination of the above memorandum is enjoined.

10. For guidance and compliance.

  
VIRGINIA C. ZAPANTA, Ed.D., CESO V  
Schools Division Superintendent