



October 1, 2020

DIVISION MEMORANDUM
 NO. 220, s. 2020

RECONSTITUTION OF DIVISION PROVIDENT FUND SECRETARIAT IN ACCORDANCE TO DEPED ORDER NO. 037, S. 2018 (REVISED IMPLEMENTING GUIDELINES FOR THE DEPED PROVIDENT FUND)

To: Curriculum and Implementation Division (CID)
 Schools Governance and Operations Division (SGOD)
 Elementary and Secondary School Heads, TICs and OICs
 Office of the Schools Division Superintendent Personnel
 This Division

1. DepEd Order No. 037, s. 2018 entitled Amendments and Additional Provisions to DepEd No. 2, s. 2004; 36, s. 2007; and 52, s. 2017 (Revised Implementing guidelines for the DepEd Provident Fund).
2. The said order is reiterated by a Regional Memorandum 762, s. 2018 which particularly mention Paragraph 1.d. of the order which cites the following amendments to Part VI, Item 3 (Enclosure) of DepEd Order No. 12, s. 2004-Secretariat of the Board.
3. As a mandate this Division creates Division Provident Fund Secretariat which is a parallel composition in the Regional Office to administer the operations of the funds.
4. The created Division Provident Fund Secretariat is tasked to process the provident fund loan applications using the new form adopted, copy of which is attached as "Annex A" hereof as well to regulate and maintain all the records of the fund.
5. The following shall compose the Division Provident Fund Secretariat.

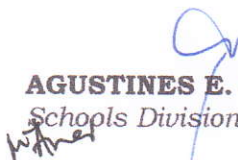
| Position | Name | Function |
|------------------|----------------------|---|
| Head Secretariat | Anne Daphne C. Mugar | Provides supervision with due diligence over the operations of the PF Secretariat including the review of the PF loan application and recommend for its approval. |
| Member | Luzminda L. Enomar | Receives loan applications, process the same and sign for boxes A and B of the form including the "Processed by" portion of Box D. |





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| Member | Marites C. Suminguit | Provides the financial data required in Boxes C and D and place signature over the corresponding areas required to establish authenticity of information. |
| Member | Margissa T. Amen | Assists in the processing of the submitted applications for loan by verifying from records needed on pendency of administrative cases, where obtaining, for the signature of the Legal Officer. Perform other functions as needed by the PF Secretariat. |

6. For information and strict compliance.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent

Encls. :

As stated

References :

DepEd Orders No. 037, s. 2018; 12, s. 2004; 36, s. 2007 and 52, s. 2017

