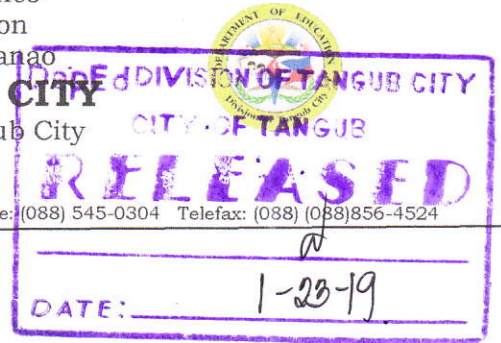




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY
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DIVISION MEMORANDUM
No. 025 s. 2019

**CREATION 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. 037,2, 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	Provide 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	Eliza E. Gomez	Received loan applications, process the same and sign for boxes A and B of the form including the "Processed by" portion of Box D.

Position	Name	Function
Member	Marites C. Suminguit	Provide 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. The schools are expected to likewise create their own PF Secretariat and submit record of compliance with the same to this Office on or before January 25, 2019 for consolidation and submission to the Regional Office Provident Board Secretariat.
7. For information and strict compliance.


JEAN G. VELOSO
Schools Division Superintendent

Encls. :

As stated

References :

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

Relevant, inclusive and liberating basic education builds a strong nation.

JGV/mta/dm2019-01-001