



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM

No. 574 S. 2018

NOV 29 2018

November 28, 2018

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads
Elementary/Secondary School Teachers
All National Paid Employees

1. As part of the Implementation of the Automatic Payroll Deduction System (APDS) of the Department of Education, all loan applicants (except personnel of Implementing Units) using the GSIS kiosk must submit to the DepEd Verifier (Lorraine Lomas-e), a photocopy of their latest pay slip for the determination of their net pay prior to loan approval. **This Office will not confirm loan applications electronically without the submission of the pay slip.**
2. Please refer to DepEd Order 05 s.2018 for further information regarding the Implementation of P5,000 Net Take Home Pay for DepEd Personnel.
3. Immediate dissemination and compliance of this memorandum to all concerned is desired.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

For the SDS:


ARTHUR TIONG
SGOD CHIEF