



Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: 9/15/22
TIME: _____
BY: msj

September 12, 2022

DIVISION MEMORANDUM

No. 397, s. 2022

COMPOSITION OF THE SCHOOLS DIVISION PROVIDENT FUND SECRETARIAT

To: All Education Program Supervisors
Public Schools District Supervisors
Public School Heads
Teaching and Non-Teaching Personnel
Others Concerned

1. Pursuant to Sec III.3 of the Revised Implementing Guidelines for the DepEd Provident Fund (Enclosure to DepEd Order No. 12 s. 2004) and pertinent provision of DepEd Order No. 37 s. 2018, this Office hereby designates the following personnel as Schools Division Provident Fund Secretariat:

Chairperson	FEDERICO P. MARTIN, EdD, CEEd, CESO V Schools Division Superintendent
Members	ATTY. ANNETTE L. DOYAOEN Attorney III LILIBETH G. DEGSI Accountant III NIEVES D. EBANIO Administrative Officer V MA. LOUELA C. MONCADA Administrative Officer IV/HRMO

2. The Schools Division Provident Fund Secretariat shall have the following functions:
- 2.1. Implement the policies, rules and regulations promulgated by the Board.
 - 2.2. Approve loans as delegated by the Board.
 - 2.3. Serve as "think tank" of the Board, conceptualizing and developing projects to be funded by the Fund for approval by the Board.
 - 2.4. Supervise the lending operations of the Fund with authority to suspend the privileges granted by the Fund in accordance with the rules and regulation promulgated by the Board.
 - 2.5. The Secretariat of the National Board of Trustees shall recommend the release of fund allocation to the regional chapters based on an approved set of evaluative criteria established for this purpose. Similarly, the regional secretariats shall recommend the release of fund allocation to the different division chapters.
 - 2.6. Subject to the resolution of the Board of Trustees, to execute all contracts, agreements, deeds, bonds, mortgage, and other obligations in the name of the Fund.



"DepEd SDO Baguio City: We Serve, We Care."

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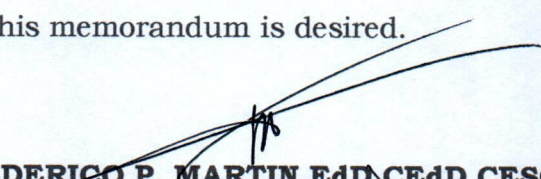


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- 2.7. Prepare and submit a budget for the administration of the Fund, as well as a list of the necessary personnel and the equivalent compensation.
 - 2.8. Coordinate and keep records of the remittances, collections and financial transactions of the Fund.
 - 2.9. Authorize the receipts and disbursements of funds pursuant to the resolution and orders of the Board and to require receipts, vouchers, invoices and other documents necessary for proper accounting.
 - 2.10. Prepare status reports of operations on a monthly/quarterly basis and coordinate with the Accounting Division for the preparation of the Fund's financial reports. The regional secretariats shall also prepare consolidated annual report for submission to the National Secretariat which shall in turn consolidate all regional reports and prepare the over-all annual report.
 - 2.11. Provide support staff/clerical staff to the Board of Trustees.
 - 2.12. Perform other functions as may be assigned by the Board.
3. Immediate dissemination of this memorandum is desired.


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



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