



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



April 7, 2025

DIVISION MEMORANDUM

No. **249 - 2025**

COMPOSITION OF THE DIVISION PROVIDENT FUND BOARD SECRETARIAT

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Section/Unit Heads
Public School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 137, s. 2018, titled “Amendments and Additional Provisions to DepEd Order Nos. 12, s. 2004; s. 2007; and 52, s. 2017 (Revised Implementing Guidelines for the DepEd Provident Fund),” this Office hereby designates the following personnel as members of the Division Provident Fund Secretariat:

Chairperson	SORAYA T. FACULO PhD, CESO VI Schools Division Superintendent	Provides the final decision and holds authority for the approval or disapproval of a loan application based on the recommendation.
Head, Secretariat	CARMEL F. MERIS, EdD OIC-Assistant Schools Division Superintendent	Supervises the operations of the PF Secretariat, including reviewing PF loan applications and recommending them for approval.
Members	MA. LOUELLA C. MONCADA HRMO/AO IV	Certifies the employment status, leave of absence, and net pay of the loan applicant/borrower.
	ATTY. ANNETTE L. DOYAOEN Attorney III	Certifies that the loan applicant/borrower has no pending administrative or civil cases on record.
	LITA M. CONDE Administrative Assistant II	Checks the completeness and veracity of the submitted documents and process loan applicant’s/borrower’s applications accordingly.
	CHRISTOREY C. SIMANGAN Administrative Officer III	Checks the eligibility of the loan borrower/applicant and co-maker based on retirement age, outstanding PF loan, and net take-home pay after deductions

2. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/CFM/ndd

