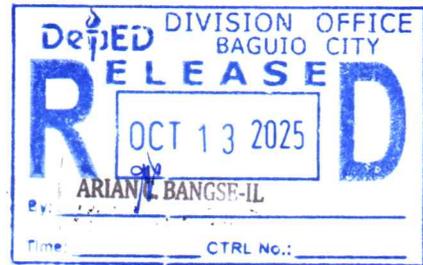




Republic of the Philippines
Department of Education
Cordillera Administrative Region

SCHOOLS DIVISION OFFICE OF BAGUIO CITY



October 13, 2025

DIVISION MEMORANDUM

No. **653-2025**

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 249, S. 2025
(COMPOSITION OF THE DIVISION PROVIDENT FUND BOARD SECRETARIAT)**

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

1. In reference to Regional Memorandum No. 756, s. 2025, regarding the reconstitution of the DepEd Provident Fund Regional Board of Trustees and Regional Secretariat, and pursuant to DepEd Order No. 37, s. 2018, titled "Amendments and Additional Provisions to DepEd Order Nos. 12, s. 2004; 51, s. 2007; and 52, s. 2017 (Revised Implementing Guidelines for the DepEd Provident Fund)," this Office hereby issues the following addendum and corrigendum to the composition of the Schools Division Provident Fund Secretariat (Division Memorandum No. 249, s. 2025):

a. Addendum:

Members	LILIBETH G. DEGSI Accountant III
	NIEVES D. EBANIO Administrative Officer V

b. Corrigendum

FROM	TO
LITA M. CONDE Administrative Assistant II	CRISTINA B. RIVERA Administrative Assistant II

2. The Division Provident Fund Secretariat shall be responsible for administering the operations of the Provident Fund, processing loan applications, and maintaining accurate records and documentation.

3. Immediate dissemination of this memorandum is desired.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent
W/13

OSDS/STF/ndc



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 VI
Schools Division Superintendent

OASDS/CFM/add



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