



Republic of the Philippines  
Department of Education – Region III  
**TARLAC CITY SCHOOLS DIVISION**



Juan Luna St., Sto. Cristo, Tarlac City 2300  
Email address: [tarlac.city@deped.gov.ph](mailto:tarlac.city@deped.gov.ph) Website: <http://depedtarlaccity.com>  
Telephone Numbers: (045) 982-4514 / (045) 982-4439

**DIVISION MEMORANDUM**

No. 225, s. 2019

Date : September 4, 2019

To : Assistant Schools Division Superintendent  
Division Chiefs  
PSDSs, EPSVRs, Unit Heads  
School Principals/Heads/TICs  
of the Public Elementary and Secondary Schools  
All Concerned

From : The Office of the Schools Division Superintendent

Subject : **CREATION OF DIVISION PROVIDENT FUND SECRETARIAT**

1. In accordance with Item 1.d of DepEd Order No. 037, s. 2018 dated September 10, 2018 entitled Amendments and Additional Provisions to DepEd Order Nos. 12, s. 2004; 36, s. 2007; and 52, s. 2017 (Revised Implementing Guidelines for the DepEd Provident Fund, this Division creates its Provident Fund Secretariat which will administer the operation of the Fund in the schools division level.
2. The following shall compose the Division Provident Fund Secretariat (DPF):

MICHELLE A. MEJICA	-	Head, DPF Secretariat
ATTY. LUISITO L. PASIGON	-	DPF Secretariat Member
MA. VICTORIA Q. ABULENCIA	-	DPF Secretariat Member
MA. CRISTINA A. ESPIRITU	-	DPF Secretariat Member
3. The Division Provident Secretariat shall oversee the processing of Provident Fund loan applications and regulate the maintenance of all the records of the Fund.
4. The new form of Provident Fund loan application, copy of which is attached as Annex "A," shall be used starting September 2019.
5. For information and strict compliance.



  
**TERESA D. MABABA, CESO V**  
Schools Division Superintendent



Republic of the Philippines  
Department of Education  
Provident Fund

Date Submitted: \_\_\_\_\_

Loan Application No. \_\_\_\_\_

Loan Amount: PhP \_\_\_\_\_

Purpose:

Type of Loan: \_\_\_\_\_ Term: \_\_\_\_\_ year/s

- Multi-purpose
- New
- Renewal
- Additional

- Educational
- Hospitalization/Medical
- Long Medication/Rehabilitation
- House Arrears/Equity
- House Repair - Major
- House Repair - Minor
- Payment of Loans from Private Institution
- Calamity
- Others (specify): \_\_\_\_\_

**Borrower's Information**

**Co-Maker's Information**

(Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Employee No.: \_\_\_\_\_ Employment Status: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 Monthly Salary: PhP \_\_\_\_\_ Office tel. no. \_\_\_\_\_  
 Years in Service: \_\_\_\_\_ Mobile no. \_\_\_\_\_  
 DepEd E-mail address: \_\_\_\_\_  
 Specimen Signatures: \_\_\_\_\_

(Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_ (M.I.) \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Employee No.: \_\_\_\_\_ Employment Status: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
 Monthly Salary: PhP \_\_\_\_\_ Office tel. no. \_\_\_\_\_  
 Years in Service: \_\_\_\_\_ Mobile no. \_\_\_\_\_  
 Specimen Signatures: \_\_\_\_\_

**LOAN AGREEMENT**

I hereby apply for a Provident Fund Loan in the amount of PESOS: \_\_\_\_\_ (P \_\_\_\_\_). In consideration of the grant thereof, I promise to pay all installments due based on the attached amortization schedule and bind myself with the terms and conditions of the loan as stipulated in the applicable guidelines of the DepEd Provident Fund. This document also serves as the Promissory Note upon approval of this loan.

I hereby agree to assume all the outstanding obligations for the grant of this loan should the principal borrower be separated from the service, and either retirement or separation benefits due to him/her is not received or is insufficient to settle the borrower's outstanding loan, and upon proper notification by the Provident Fund Secretariat.

Accordingly, I hereby authorize the deductions of the monthly amortization from my salary. Should I be separated from the service, I also hereby agree to settle my outstanding loan balance before the date of my retirement/separation from the service, either through full payment in cash or through the execution of a notarized Promissory Note.

Accordingly, I hereby authorize the monthly deduction from my salary of the amortizations for the outstanding obligation of the principal borrower until his/her loan is fully paid.

\_\_\_\_\_  
Signature of Borrower over Printed Name Date

\_\_\_\_\_  
Signature of Co-Maker over Printed Name Date

**CERTIFICATE OF EMPLOYMENT AND CREDIBILITY**

**Personnel Division/Unit:**

This is to certify that the above loan applicant/borrower:  
 (1) is a \_\_\_ permanent/\_\_\_ co-terminus employee of this Office and is not on leave of absence without pay;  
 (2) has net pay of PhP \_\_\_\_\_ for the payroll month & year of \_\_\_\_\_; and  
 (3) has given the true and correct information on the Loan Application Form.

**Legal Service/Unit:**

This is to certify that the above loan applicant/borrower has no pending administrative nor civil case charge against him/her based on records on file with DepEd.

\_\_\_\_\_  
Signature over Printed Name  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_



**Authorization for Salary Deduction**

Personnel Division  
DepED , Meralco Ave., Pasig City

I hereby authorize the deduction of \_\_\_\_\_ PESOS  
(P \_\_\_\_\_) from my salary for \_\_\_\_\_ months, starting in \_\_\_\_\_, 20\_\_ to  
\_\_\_\_\_, 20\_\_ or until my total outstanding loan of \_\_\_\_\_ PESOS  
(P \_\_\_\_\_) has been fully paid. Amount deducted shall be credited to the account of the DepED Provident Fund as  
receivables on the said loans.

Employee No. \_\_\_\_\_ Status: \_\_\_\_\_  
Division: \_\_\_\_\_ Code: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printer Name  
Designation: \_\_\_\_\_  
Service: \_\_\_\_\_