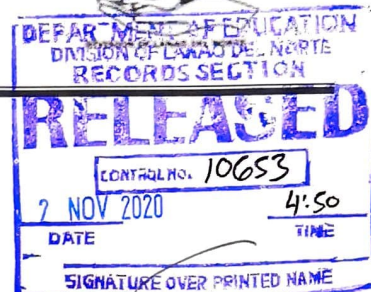




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
(063)227 – 6633, (063)341 – 5109
lanao.norte@deped.gov.ph



DIVISION MEMORANDUM

No. 451, s. 2020

**TO: BALOI NATIONAL HIGH SCHOOL
MAIGO NATIONAL HIGH SCHOOL
LANAO DEL NORTE COMPREHENSIVE HIGH SCHOOL
LALA NATIONAL HIGH SCHOOL
KAPATAGAN NATIONAL HIGH SCHOOL
This Division**

FROM: EDILBERTO L. OPLENARIA, CESO V
SCHOOLS DIVISION SUPERINTENDENT

**SUBJECT: DISSEMINATION OF REGIONAL MEMORANDUM NO. 396 S., 2020 and
OFFICE OF THE UNDERSECRETARY FOR FINANCE MEMORANDUM -2020-
0567: SUBMISSION OF REPORT/ DATA ON LOANS UNDER THE AUTOMATIC
PAYROLL DEDUCTION SYSTEM (APDS)**

DATE: NOVEMBER 11, 2020

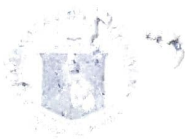
1. For the information and guidance of all concerned, enclosed are the copies of Regional and Office of the Undersecretary Memorandum for Finance re: Submission of Report/Data on Loans under the Automatic Payroll Deduction System
2. Concerned school heads are directed to submit the required data (in accordance with the given format) to the Regional Payroll Services.
3. Attached are the Regional and Office of the Undersecretary Memorandum for Finance for reference.
4. Strict compliance is directed.

#GO100



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

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Office of the Regional Director

October 20, 2020

20-14610

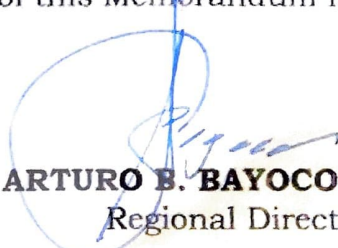
REGIONAL MEMORANDUM

No. 396, s. 2020

**SUBMISSION OF REPORT/DATA ON LOANS UNDER THE AUTOMATIC
PAYROLL DEDUCTION SYSTEM (APDS)**

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OUF-2020-0567 dated October 16, 2020 on the submission of report/data on loans under the Automatic Payroll Deduction System (APDS) to address possible inquiries that might be raised by the Oversight Committee in the next deliberation of the DepEd Budget for Fiscal Year (FY) 2021 and for the maintenance and monitoring of pertinent APDS data.
2. As stipulated in paragraph 2, items a. to d. supra, the Schools Division Superintendents, **Attention: Principals/School Heads of all Implementing Units** are directed to submit the required data (in accordance with the given format) to this Office, Attention: Regional Payroll Services.
3. To expedite the receipt of the required data, soft copies of the same should be emailed to this Office at deped10ps@gmail.com. Hard copies of the file shall follow. Deadline for submission is on or before October 30, 2020 for consolidation
4. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

AD/jessie





Republic of the Philippines
Department of Education
Office of the Undersecretary for Finance

MEMORANDUM
OUF-2020-0567

TO : REGIONAL DIRECTORS
BUREAU OF HUMAN RESOURCE AND ORGANIZATION
DEVELOPMENT (BHROD) DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS OF IMPLEMENTING UNIT-SECONDARY
SCHOOLS (IU-SS)

ATTENTION: Regional Chiefs of Finance and Administrative Division
Chief of Personnel Division, BHROD
Heads of Regional Payroll Services Unit
Schools Division Office-Heads of Accounting and Personnel Sections
Payroll Processors of IU-SS

FROM : 
ANNALYN M. SEVILLA
Undersecretary

SUBJECT: SUBMISSION OF REPORT/DATA ON LOANS UNDER THE AUTOMATIC
PAYROLL DEDUCTION SYSTEM (APDS)

DATE : October 16, 2020

1. This pertains to the maintenance and monitoring of pertinent APDS data that should be maintained by the Finance Service-Employee Accounts Management Division (FS-EAMD), the APDS Secretariat, and in anticipation for other related inquiries with regard to the Department's APDS Program that might be raised by the Oversight Committee in the next deliberation of the DepEd Budget for Fiscal Year (FY) 2021.

2. In this connection, the Chief of Personnel Division, BHROD and all Regional Directors (*Attention: Regional Office Chiefs of Finance and Administrative Divisions; Schools Division Office - Head of Accounting and Personnel Sections; and School Heads of IU-SS*), are hereby directed to submit the following payroll data, to FS-EAMD (for the hard copies) and at email address fs.eamd@deped.gov.ph (for the soft copies):

- a. Report on loans integrated in the payroll in favor of private lending institutions (PLIs) accredited under the APDS, and the government financial institutions (GFIs), i.e., Pag-IBIG, GSIS, Land Bank of the Philippines as well as DepEd Provident Fund, based on the attached template (in MS Excel format), with schedules of submission, signed as certified correct, as follows:



Republic of the Philippines
Department of Education
Office of the undersecretary for finance

Year/Month	Timetable
1. FY 2010 to 2019 (last 10 years)	On or before October 21, 2020
2. As of September 2020	On or before October 21, 2020
3. As of October 2020 onwards, on a monthly basis	One and a half month after each payroll month [e.g., for as of October 2020 payroll month, the report as consolidated (CO-paid, and RPSU- and IU-SS paid) must be submitted on or before December 15, 2020, then for November 2020, it must be submitted on January 15, 2020, and so forth]

- b. Payroll database, on a monthly basis, as required in the Memorandum No. DM-OUFDA-2019-0004 dated January 25, 2019 entitled "Regular Submission of Payroll Files," copy attached. This Office has been informed that not all regions submitted their payroll database as consolidated regularly, hence, reiterated. The Personnel Division-BHROD is likewise instructed to accomplish the Enclosure to the said Memorandum [Summary of Deductions and Undeducted Obligations for DepEd Central Office (CO)], from January 2019 onwards.
- c. Processed payroll/Disbursement Vouchers for PLIs and GFIs' remittances, supported by Abstract of Deductions, with the following schedules:

Payroll Months	Timetable
1. January to December 2019	On or before October 30, 2020
2. January to August 2020	On or before October 30, 2020
3. September 2020 onwards	One and a half month after each payroll month (e.g., for September 2020 payroll month, the copies of the required documents, as consolidated (CO-paid, and RPSU- and IU-SS paid) must be submitted on or before November 15, 2020, and so forth)

- d. Report on stale checks, if any, payable to PLIs and GFIs, also on a monthly basis, schedule of which is the same as Item a.3 above, from payroll month of October 2020 onwards. For September 2020 payroll month, said report must be submitted on or before October 30, 2020.
3. The Chief of Personnel Division and the Regional Chiefs of Finance/Administrative Division must ensure the timely submission of all the required data as consolidated (i.e., CO-paid for Central Office, and RPSU and IU-SS paid for the region-wide consolidation). The APDS Secretariat shall regularly coordinate with your respective regions, in this regard.
4. For compliance.

TEMPLATE

[illegible]