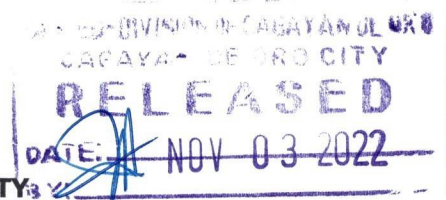




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

2 November 2022

DIVISION MEMORANDUM

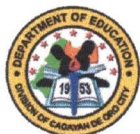
No. 423 s.2022

CONSTITUTION OF DIVISION PROVIDENT FUND SECRETARIAT

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. Pursuant to DepEd issuances on Provident Loan, the composition of the Division Provident Fund (PF) Secretariat shall be constituted as follows:

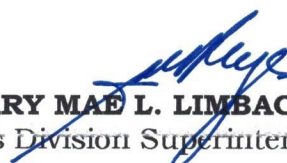
| Designation | Name | Duties and Functions |
|---|---|---|
| Chairperson | Cherry Mae L. Limbaco-Reyes Schools Division Superintendent | Approve/disapprove Provident Fund loan applications |
| Head, Schools Division PF Board Secretariat | Lorebina C. Carrasco OIC-Asst. Schools Division Superintendent | Recommends for approval/disapproval of Provident Fund loan application and supervises the process flow |
| Members | Atty. Laurence Edgardo A. Del Puerto, Attorney III | Verifies as to the pendency or non-pendency of administrative cases of the borrower |
| | Arnel A. Calubag, Accountant III | Review and verify the loan computation of the borrower and provides the financial data under the general ledger maintaining per account and fund cluster in the books of accounts of the Division |
| | Risa Bea Socorro M. Borres, AO V – Admin. | Monitors the eligibility of the borrower as to employment status, leave of absence without pay of the |



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Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

| | | |
|--|--|---|
| | | borrower and other attachments thereto |
| | Ana Marie D. Larangjo, ADAS III | Verifies the eligibility of the borrower and co-maker |
| | Mary Katherine P. Palamine, ADAS II | Receives and processes the loan application and signify as to the completeness of the requirements attached |
| | | |

2. For information and guidance.


CHERRY MAE L. LIMBACO-REYES
 Schools Division Superintendent

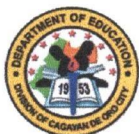
Encl.: As stated

Reference: DepEd Orders 003, s. 2022, DO 37 s. 2018, DO 52 s. 2017, DO 36 s. 2007 and DO 12 s. 2004

To be indicated in the Perpetual Index
under the following subjects:

PROVIDENT

RBSMB / DM – constitution of provident secretariat
November 2, 2022



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