Republic of the Philippines
Department of Education
CARAGA REGION

SEP 09 2022

August 26, 2022

REGIONAL MEMORANDUM
No. 0770, s. 2022

TO: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ADMINISTRATIVE OFFICER V
Division of Butuan City

PROCESS FLOW FOR THE APPLICATION OF PROVIDENT FUND LOAN

1. Pursuant to DepEd Order No. 12, s. 2004 known as the Revised Guidelines for DepEd Provident Fund, this Office hereby disseminates the enclosed Process Flow for the Application of Provident Fund Loan to ensure prompt release of loan proceeds, as implemented in the Regional Office.

2. Schools Division Offices may adapt the aforementioned process flow making it more relevant in addressing the needs and demands of DepEd officials and employees as they intensify advocacy in availing of the Provident loan for all employees in schools, districts and SDOs.

3. This also reiterates the provisions of DepEd Order No. 1, s. 2005 on the Addendum and Amendment to DepEd Order No. 12, s. 2004, specifically number 1, second bullet. to wit:

"Expenses for the overtime pay of clerical staff or for payment of salaries of casual employees hired under the Provident Fund program and for the proper maintenance and operation to the Fund's assets may be charged against 20% of the retained earnings of the Fund's operations subject to the usual accounting and auditing rules and regulations."

4. For your information, guidance and compliance.

MA. GEMMA MERCADO LEDESMA
Regional Director

Encl.: Process Flow for Provident Fund Loan
Reference: DepEd Order No. 12, s. 2004 & DepEd Order 1, s. 2005
To be indicated in the Perpetual Index, under the following subjects:

PROCESS FUNDS MEMORANDUM

ASD/mcd
08/26/2022

Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph

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PROCESS FLOW FOR PROVIDENT FUND LOAN APPLICATION

A

BORROWER

Download **LAF (Loan Application Form)** at https://ro.depedcaraga.site and fill-in completely. Attach photocopy of **latest payslip**.
If **Renewal of MPL**, get a copy of **updated loan ledger** from Acctg Unit.
If **Additional Loan,** include any of the following: **1. Letter request, 2. Hospitalization /Medical expenses, 3. Medical Abstract/Certificate/Prescription/Diagnosis, 4. Barangay/LGU certificate declaring borrower's place under State of Calamity.**
Prepare **Disbursement Voucher** (no amount) and signed by Division Chief (w/DTS).
Submit all documents to Provident Fund Secretariat

E

CASHIER

A. Prepares check and forward to ORD for signature of Regional Director.
B. Receives signed check from ORD and release to Borrower

C

OFFICE OF ORD

A.1 Regional Director **Approves**
- forward LAF to Acctg. Unit

B.1 If **Disapprove** –
- Return LAF to PF Secretariat

A. Sign prepared check from Cashier and forward back to Cashier for release

B.1

RPSU Unit

Verify deductions in **payslip if NTHP** is **within the required threshold**.
Send **Verification (email) Approve or Disapprove** to the PF Secretariat, copy to the Borrower

B

PROVIDENT FUND SECRETARIAT

Evaluate the loan application and same time send to **RPSU** latest payslip for **Verification** thru email.

I. Personnel Unit and Legal Unit – to Certify Employment and Credibility
II. PF Secretariat Assessment and Evaluation – all documents are complete, Eligibility of Borrower and Co-maker
III. Acctg. Unit – Computation of Loan / Renewal, Percent of Principal Payment
IV. Forward to Head, PF Secretariat for Recommending Approval.

A.1 If **Verification Approve - print Verification** and forward all to Regional Director for approval
B.1 If **Verification Disapprove or Disapprove by RD** – inform and return all documents to Borrower

D

Accounting Unit

Pre-audit all documents, finalize amount and certify availability of Funds. Issue DV No.
A.1 Forward to Cash Unit for check preparation.

For **clarification** – forward back to PF Secretariat