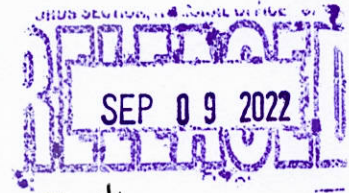




Republic of the Philippines
Department of Education
CARAGA REGION



AUGUST 26, 2022

REGIONAL MEMORANDUM

No. 0776, 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@depd.gov.ph



2022-08-11247

Document Control No:
DepEdRO13-F-REC-013/R3/02-18-2020

PROCESS FLOW FOR PROVIDENT FUND LOAN APPLICATION

