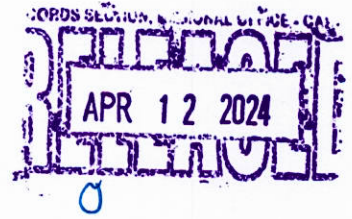




Republic of the Philippines
Department of Education
CARAGA REGION



April 11, 2024

REGIONAL MEMORANDUM
No. 0331, s. 2024

To: ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
CHIEF FUNCTIONAL DIVISION
This Region

RECOMPOSITION OF THE REGIONAL PROVIDENT FUND BOARD

1. This Office hereby disseminates to the field, the recomposition of the Regional Provident Fund Board of Trustees and Secretariat, effective immediately, as follows:

Regional Provident Fund (RPF) Board of Trustees

Chairperson : MARIA INES C. ASUNCION, Director III
OIC-Regional Director

Vice Chairperson : MINERVA T. ALBIS, CESO V
Schools Division Superintendent
Regional PASS President

Members : ELAINE N. NAVARRO
OIC-Chief -Administrative Officer – Finance

BERNABE L. LINOG
Chief Education Supervisor – CLMD

JOEL B. ROSALES
Chief Administrative Officer – Admin Division
Head, Regional PF Board Secretariat

ATTY. JOSE B. GUIBONE
Attorney IV
Representative, National Employees Union (NEU)

JUISH D. DELA VICTORIA
Master Teacher I
Representative, Teachers' Group

Regional Provident Fund Board Secretariat

Members: MERIAM C. DELA RITA REMEDIOS B. DANIEL
Supervising Administrative Officer Accountant II

SHERYL R. PUYO ANVEN P. MAGLASANG CRISTABELLE R. JAGUIT
Administrative Officer V Administrative Officer IV. Administrative Officer IV



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2. Functions of the Regional Board of Trustees are the following:
 - a. Implement the policies, rules and regulation promulgated by the National Board of Trustees in the best and most suitable manner to efficiently and effectively address the needs and concerns of the teachers and employees of the region
 - b. Administer, supervise and monitor the operations of the Fund at the Regional Board from among the regular staff of the regional office;
 - c. As the need arises, designate and appoint other staff and officers of the Regional Board from among the regular staff of the regional office;
 - d. Render periodic reports to the national Board of Trustees on the status of operations and financial condition of the Fund;
 - e. Create Division Secretariats to be headed by the Division Superintendent to administer the operations of the Fund in the division level under the supervision of the Regional Board; and
 - f. Perform such other functions as may be necessary to effectively carry out the implementation of the policies, rules and regulations promulgated by the National Board of Trustees.
3. Functions of the Regional Provident Fund Board Secretariat are as follows:
 - a. Implement the policies, rules and regulations promulgated by the Board;
 - b. Recommend the release of fund allocation to the different division chapters;
 - c. Supervise the lending operations of the Fund with authority to suspend the privileges granted by the Fund in accordance with the rules and regulations promulgated by the Board;
 - d. Prepare and submit a budget for the administration of the Fund, as well as a list of necessary personnel and the equivalent compensation;
 - e. Coordinate and keep records of the remittances, collections and financial transactions of the Fund;
 - f. Authorizes the receipts and disbursements of funds pursuant to the resolutions and orders of the Board and to required receipts, vouchers, invoices and other documents necessary for proper accounting.
4. For information, guidance and compliance.


MARIA INES C. ASUNCION
 Director III
 OIC-Regional Director

Encl/s.: None

Reference/s: DepEd Order

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

PROVIDENT FUND

RECOMPOSITION

MEMORANDUM

ASD/mcd
04/11/2024