



July 11, 2019



REGIONAL ADVISORY
No. 096, s. 2019

**AUTHORITY TO UTILIZE THE AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) FACILITY OF
MINDANAO EDUCATORS MUTUAL BENEFIT ASSOCIATION, INC. (MEMBAI)**

- TO:** Schools Division Superintendent
Assistant Schools Division Superintendent
This Region
1. Please find attached copy of letter signed by Undersecretary Annalyn Sevilla, Office of the Undersecretary for Finance on the **approved** request of Mindanao Educators Mutual Benefit Association, Inc. (MEMBAI) to utilize the Automatic Payroll Deduction System (APDS) facility for its lending and mutual benefit memberships/contribution businesses, with **APDS Codes 1230 and 2042 (A and B)**.
 2. In accordance with DepEd Order No. 18, s. 2018, deductions to be integrated in the payroll should be assessed by the DepEd Verifier at the Regional Payroll Services Unit-RPSU (for elementary) and designated DepEd Verifiers (for secondary, division-paid and implementing units) prior to their approval.
 3. For your information and guidance.


FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
Officer In Charge, Office of the Regional Director

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Republic of the Philippines
Department of Education

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Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Finance

May 29, 2019

Mr. JUAN ANDRE TERENCE R. LACSON

President

Mindanao Educators Mutual Benefit

Association, Inc. (MEMBAI)

Door 7, Sophia Lim Bldg., Jose Catolico Sr. Avenue

Lagao, General Santos City

Dear **Mr. Lacson**:

This has reference to your request for MEMBAI's authority to utilize the Automatic Payroll Deduction System (APDS) facility for its lending and mutual benefit memberships/contributions businesses, with **APDS Codes 1230 and 2042 (A and B)**, respectively, to DepEd employees in the following provinces, in view of its newly established offices within Regions IX, X, XII and XIII, to wit:

Region	Province	Address	Contact Person	Contact Number/ E-mail Address
IX	1. Zamboanga del Norte	B & C Bldg., 357 National Highway corner Echavez St., Estaka, Dipolog City	Librado B. Valentino	(065) 908-0083/ membadipolog@gmail.com
	2. Zamboanga Del Sur	Sevilla Bldg., F.S Pajares Ave., Pagadian City	Lerma S. Onggay	(062) 925-3137/ membapagadian@gmail.com
	3. Zamboanga Sibugay	Sam Mall Bldg., Purok Petrotex Gen. Malvar St., Poblacion Ipil	Ritchie R. Elloreng	(062) 957-5857 membadipolog@gmail.com
X	1. Bukidnon	AMAARA Bldg., Sayre Highway, Lumbo, Valencia City	Irenalyn N. Vidal	(088) 828-2138 membavaencia@gmail.com
	2. Camiguin	P. Burgos St., Poblacion, Mambajao	Julius Elmer B. Palo	(088) 387-0603 membacamiguin@gmail.com
	3. Lanao Del Norte	Stall #3, G/F, S.R. Commercial Bldg., Raymund Jeffrey Rd., Iligan City	Juvelyn N. Aranco	(063) 223-8522 membailigan@gmail.com
	4. Misamis Occidental	Stall No. 6, 3 rd Floor Infinity Business Center, Don Anselmo Bernad Ave., Ozamiz City	Eric D. Dausan	(088) 319-9923 membaozamis@gmail.com

Region	Province	Address	Contact Person	Contact Number/ E-mail Address
	5. Misamis Oriental	RJL Bldg., 47 Hayes St., cor. Pabayo Sts., Cagayan De Oro City	Melanie M. Bersano	(088) 856-2006 membba.cagayan@gmail.com
XII	1. Cotabato	Dr. 1, 2nd Floor, AMAARA Bldg., National Highway, Kidapawan City	Rosemarie F. Taladoc	(064) 577-9608 membbaikidapawan@gmail.com
	2. Sarangani	Purok Tagumpay, Poblacion, Alabel	Merian C. Gasang	(083) 508-0190 membbaalabel@gmail.com
	3. Sultan Kudarat	2nd Floor Garzob Bldg., Lapulapu St., Poblacion, Tacurong City	Harley Joy B. Macaso	(064) 460-0032 membatacurong@gmail.com
XIII	1. Agusan del Norte	AMAARA Bldg., South Montilla Blvd., Brgy. Golden Ribbon, Butuan City	Cherrymel G. Mantillas	(085) 300-3221; 817-9809 / membabtu@gmail.com
	2. Agusan del Sur	AMAARA Bldg., P4-A, Brgy. 3, National Highway, San Francisco	Lilit N. Etic	(085) 343-8960 / membasfo@gmail.com
	3. Dinagat Islands	Purok 1, Brgy. San Jose Poblacion, San Jose	Juffrie J. Mondragon	0948-2624-699 With attached letter from PLDT membadin@gmail.com
	4. Surigao del Norte	Gonzales St. cor. Kaimo St., Surigao City	Sheryl M. Naig	(086) 826-4368 / membasrg@gmail.com
	5. Surigao del Sur	Purok Sinugdanan, Luis Perez St., Bongtud, Tandag City	Rodger B. Asis	(086) 211-6046 membatdg@gmail.com

Paragraph 22 of Enclosure 1 of DepEd Order No. 18, s. 2018 and paragraph 9.2 (Other Conditions) of the Terms and Conditions of the APDS Accreditation (TCAA) which you have executed on behalf of MEMBAI states that *"Entities shall be allowed to participate in the APDS facility in the province where they have an office established in accordance with law. The office shall have a fully equipped physical site of transaction, inside a building or commercial structure, with a local business permit, proper sign board, telephone landline, and full-time manager and staff who shall maintain complete records, accept payments, issue statements of accounts, official receipts, certificates of full payment, and contracts and membership documents, all within specified timeframes, and attend to other transactions, queries, and complaints of DepEd personnel."* In addition, Item 10.1.6 of the TCAA requires that the offices per province listed in Annex F thereof, wherein the address, landline telephone number, and the name of the contact persons per office are listed, must be validated by DepEd.

Based on the Validation Reports submitted by DepEd Regions IX, X, XII and XIII APDS Task Forces, the aforementioned requirements have been satisfied for MEMBAI's offices in the abovementioned provinces, except for the existence of a telephone landline in its office located in the Province of Dinagat Islands (Region XIII). In lieu of this, however, a Certification from PLDT was submitted, stating that only internet connection through wireless facility can be provided in the area and that the requested bundle service (Voice and Dial) could no longer be provided at the moment.

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In view of the foregoing, the herein request is hereby **approved**. It is understood that the aforesaid offices shall also abide by all the provisions in the TCAA. This approval shall be an addendum to **Annex F** of MEMBAI's TCAA.

In accordance with DepEd Order No. 18, s. 2018, deductions to be integrated in the payroll should be assessed by the DepEd Verifier prior to their approval by the accredited entity. In relation to this, the list of e-mail addresses of the corresponding DepEd Verifiers in the said provinces are hereto attached for your reference. For implementing unit secondary schools within the said provinces, MEMBAI may only begin offering its products and services to DepEd personnel upon the designation of DepEd Verifiers and the creation of their corresponding e-mail addresses, of which you will be informed.

Thank you.

Sincerely yours,


ANNALYN M. SEVILLA
Undersecretary

Copy Furnished:

*Regional Directors, Chiefs of Finance and Administrative Divisions
and Heads of Regional Payroll Services Units, DepEd Regions IX, X, XII and XIII*

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