



October 2, 2019



REGIONAL MEMORANDUM

No. 570, s. 2019

**GUIDELINES ON THE COLLECTION OF SERVICE FEES DEDUCTED FROM THE MONTHLY REMITTANCES
TO ACCREDITED PRIVATE ENTITIES**

TO: Chief of the Finance Division
Schools Division Superintendents
Division Cashiers/Disbursing Officers
Secondary School Principals of Implementing Units
Senior Bookkeepers/Disbursing Officers of IU's
This Region

1. Enclosed is a copy of DepEd Memorandum OUF-2019-0284 inviting the attention of all Chiefs of the Finance Division, Cashiers/Disbursing Officers in Regional and Schools Division Offices (SDO's) and Implementing Unit (IU) Schools Senior Bookkeepers, containing the foregoing subject, RE: Collection of Service Fees Deducted from the Monthly Remittances to Accredited Private Entities;
2. The Department of Education, Central Office has observed that there were Regional, Schools Division Offices and Implementing Units (IU's) Secondary Schools that deposit Service Fee (SF) Collections due from private entities accredited under the Automatic Payroll System (APDS) to the Bureau of Treasury (BTr) under Fund 101 (Regular) instead of under Funds 184 (Trust Account);
3. Accordingly, all concerned personnel, in the Regional, Schools Division and Implementing Units (IU's) for Secondary Schools are directed to comply with the following:
 - a. Succeeding Service Fee collections must be deposited under Fund 184, effective immediately;
 - b. Record the adjustment/reclassification of all SF Collections previously recorded under Fund 101 to Fund 184;
 - c. Request for the issuance of Certificates of Deposits from the Bureau of Treasury by IU's will be submitted to the SDO for consolidation. SDO Certificates of Deposits and those consolidated from IU's shall be subsequently submitted to the RO, and the latter consolidates the reports from the twelve (12) SDO's for submission to the Accounting Division-DepEd CO to enable the CO to request the release of the Notice of Cash Allocation (NCA) from the Department of Budget and Management along with the following:

ASD/jbr
10/2/2019

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- I. Copy of Journal Entry Voucher, in case of reclassification/adjustment;
 - II. Summary of detailed deposited collections;
 - III. Copies of bank validated Deposit Slips; and
 - IV. List of Deposited Collections
4. Secondary Schools Implementing Units and Schools Division Offices are encouraged to implement the foregoing guidelines on Service Fee Collections effective October 2019.
 5. Immediate dissemination of this memorandum is desired.

Francis
FRANCIS CESAR B. BRINGAS, CESO V
Officer In-Charge
Office of the Regional Director

Reference: DepEd Memorandum
OUF – 2019 - 0284

ASD/jbr
10/2/2019

DCC No.

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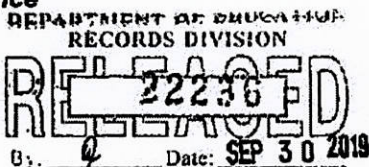
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Republic of the Philippines
Department of Education

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary for Finance

MEMORANDUM
OUF-2019-0284



TO : ALL REGIONAL DIRECTORS

**ATTENTION : CHIEFS, FINANCE DIVISION
CHIEFS, CASH DIVISION
CASHIERS/DISBURSING OFFICERS IN REGIONAL AND SCHOOLS
DIVISION OFFICES AND IMPLEMENTING UNIT (IU) SCHOOLS
SENIOR BOOKKEEPERS IN REGIONAL AND SCHOOLS DIVISION
OFFICES AND IU SCHOOLS**

FROM : ANNALYN M. SEVILLA
Undersecretary for Finance

**SUBJECT : COLLECTION OF SERVICE FEES DEDUCTED FROM THE MONTHLY
REMITTANCES TO ACCREDITED PRIVATE ENTITIES**

DATE : September 23, 2019

It has come to the attention of this Office that there are Regional and Schools Division Offices and Implementing Unit (IU) Secondary Schools that deposit Service Fee (SF) Collections due from private entities accredited under the Automatic Payroll Deduction System (APDS) to the Bureau of Treasury (BTr) under Fund 101 (Regular) instead of under Fund 184 (Trust Account).

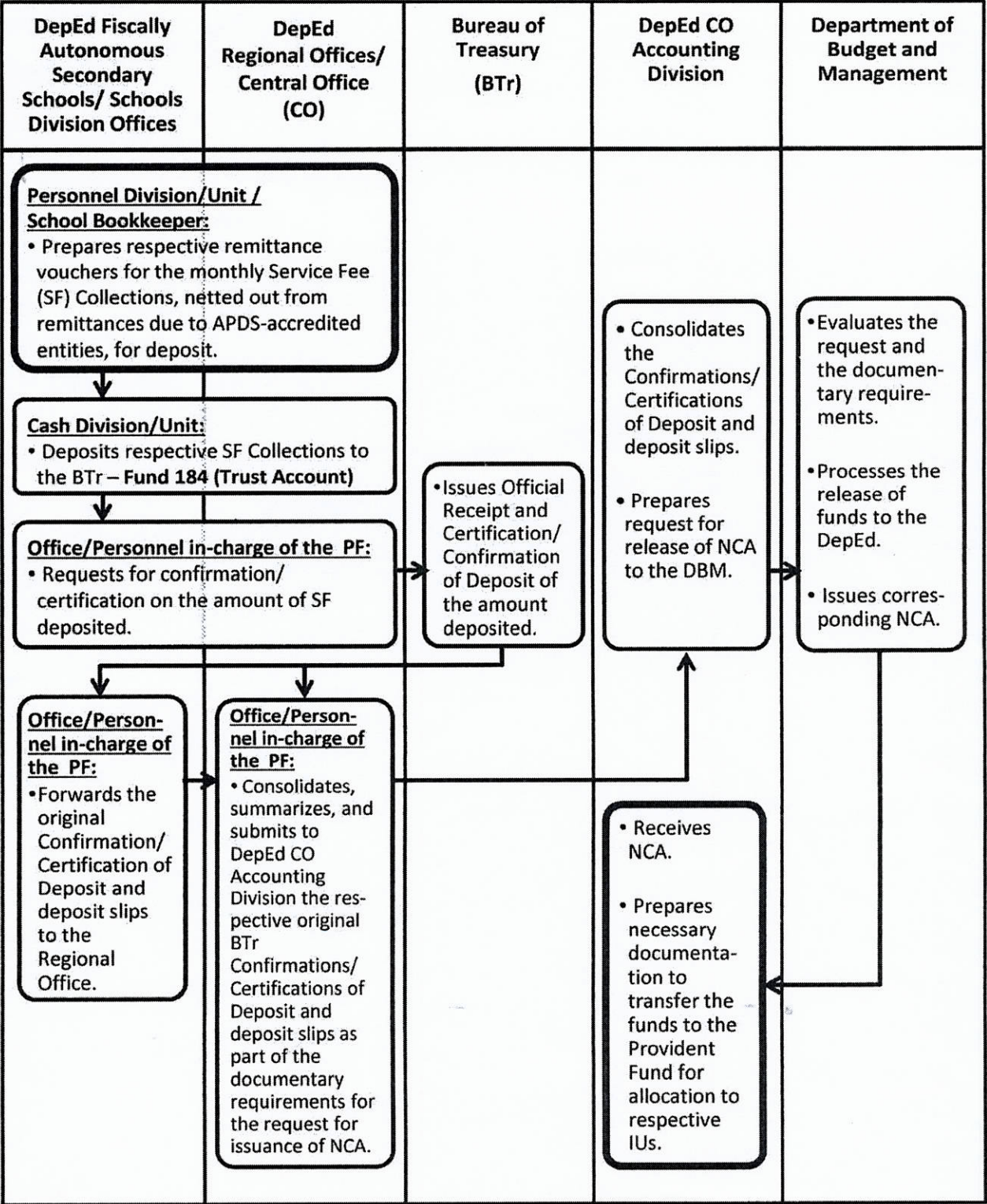
Relative to the above, all concerned are hereby instructed to:

1. Deposit to the BTr the succeeding SF Collections under **Fund 184**, effective immediately;
2. Subsequently request for the issuance of Certificate of Deposit from the BTr and submit the same to the Accounting Division-DepEd Central Office (CO), to enable this Office to request the release of the Notice of Cash Allocation (NCA) from the Department of Budget and Management;
3. Record the adjustment/reclassification of all SF Collections previously recorded under Fund 101 to Fund 184 as advised by Ms. Marites B. Masarap, Officer-in-Charge, Accounting Service of the BTr, in her letter dated July 11, 2018; and
4. Request for the issuance of Certificates of Deposits from the BTr, and submit the same together with the following requirements of the BTr to the Accounting Division-DepEd CO, for review and consolidation, and to facilitate the preparation of request for the release of the NCA, as follows:
 - a. Copy of Journal Entry Voucher, in case of reclassification/adjustment;
 - b. Summary of detailed deposited collections;
 - c. Copies of bank validated Deposit Slips; and
 - d. List of Deposited Collections

Attached is the Process Flow for the Transfer of SF Collections to DepEd Provident Fund (Annex "A"), for your reference and guidance.

For immediate compliance.

PROCESS FLOW ON THE TRANSFER OF SERVICE FEE COLLECTIONS
TO DEPED PROVIDENT FUND (PF)



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