



Republic of the Philippines
Department of Education
CARAGA REGION



June 07, 2022

REGIONAL MEMORANDUM
No. 0498 s, 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
Division Accountants
All Others Concerned

Attention: Division Accountants
Divisions of Agusan del Norte, Tandag City & Surigao del Sur

REFUND OF UNVERIFIED LOAN AMORTIZATION INCORPORATED
IN THE PAYROLL FOR SALARIES OF DEPED PERSONNEL

1. Pursuant to Deped Order No. 020, s. of 2021 'Enhanced Guidelines on Accreditation/Re-accreditation of Private Entities under the Automatic Payroll Deduction System Program', enclosure 2 on the Terms and Condition of the APDS Accreditation (TCAA) for loans under 4.5.1. on Billing of Loans *"only billings certified by the Deped Verifier that such loan amortization could be accommodated in the payroll and with complete documents shall be processed by the PSU"*. One of the accredited Private Lending Institutions (PLI) submitted advance billing prior to verification that resulted to integration in the payroll for the month of May 2022 that were deducted from the teachers/employees salary.
2. Relative thereto, the Division Accountants are hereby advised to facilitate the corresponding refund of the monthly amortization deducted in the May 2022 Payroll. Attached is the copy of the List of Teachers/Employees entitled for refund.
3. Strict compliance with this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Director IV

Encl/s: none
Reference/s: DO No. 20, s. 2021
To be indicated in the Perpetual Index
under the following subjects:

LOAN	NET TAKE HOME PAY	VERIFICATION
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ASD/apm
06/07/2022



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