



Republic of the Philippines
Department of Education
CARAGA REGION



SEP 12 2024

REGIONAL MEMORANDUM

No. **0918**, s. 2024

To: Schools Division Superintendents
Administrative Officer V
Division Payroll In-Charge
All Others Concerned
This Region

**HYBRID MEETING ON THE PAPERLESS SUBMISSION OF MONTHLY BILLING
DOCUMENTS UNDER AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)
BY CITY SAVINGS BANK, INC.**

1. In line with the request for a hybrid meeting of City Savings Bank, Inc. in relation with the paperless submission of monthly billing documents under Automatic Payroll Deduction System (APDS) to the Regional Office and the 12 Schools Division Offices' payroll in-charge, this office, hereby informs the conduct of the said meeting on September 13, 2024 at 2:00 PM onwards.
2. Participants who are near to the Regional Office are encourage to attend on the face-to-face meeting at the Regional Payroll Services Unit (RPSU) of Administrative Services Division (ASD). Participants located away from the venue may access the link for the virtual meeting which will be sent via email.
3. For more information, please contact Mr. Anven P. Maglasang, Unit Head of RPSU, Administrative Services Division (ASD) at anvenm@yahoo.com.
4. Immediate dissemination of this memorandum is enjoined.

MARIA INES C. ASUNCION
Director III
Officer-in-charge
Office of the Regional Director

Reference: None
To be indicated in the Perpetual Index
under the following subjects:

BILLING DEDUCTION PAYROLL SALARIES

ASD/rb
09/11/2024



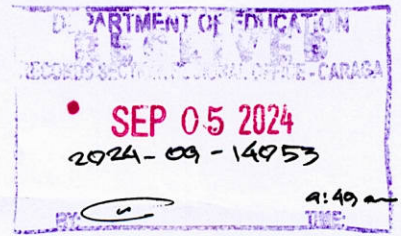
Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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CitySavings a UnionBank subsidiary

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Email us: simpleisgood@citysavings.com.ph
Visit us: www.citysavings.com.ph

September 4, 2024

Mr. Joel B. Rosales
Chief Administrative Officer
Department of Education-Region 13
JP Rosales Avenue, Butuan City Agusan del Norte.

Dear Mr. Rosales:

We write to request for a meeting with you anytime on September 10, 2024 to discuss about our proposal that billing attachments be submitted in soft copies already starting this month, if possible.

Thank you for your favorable action.

Very truly yours,

LINDA FLORIO RESENTACION D. HORTEZANO
SVP & Relationship Management Executive



June 24, 2024

Dr. Maria Ines C. Asuncion
Director III
Department of Education-Region 13
JP Rosales Avenue, Butuan City Agusan del Norte.

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Visit us: www.citysavings.com.ph

Dear Dr. Asuncion:

We write to request that City Savings Bank, Inc. ("CSB") be allowed to submit "soft copies" of documents to support its billing statements to the Department of Education ("DepEd") in respect of loans extended under the DepEd's automatic payroll deduction program.

This is pursuant to Paragraph 4.5 of CSB's Terms and Conditions of the Automatic Payroll Deduction System Accreditation for Loans dated July 23, 2021 ("TCAA") which provides:

- 4.5 The Lender shall submit billing statement to DepEd in any electronic format as agreed with the PSU and IU. The billing must be duly supported with soft copies of the required ATD, PN, DS, proof of loan release (i.e. checks, loan vouchers, credit memos, remittance lists, and others) duly acknowledged by Borrowers and Sworn Statement mentioned in item 3.16 above. (Emphasis and underscoring supplied)

This is in support of DepEd's paperless initiatives which we believe will greatly help the billing process.

We have been informed that certain DepEd regional offices are already implementing this measure, and, thus, hope that DepEd Region 13 can do so as well by June 2024.

We look forward to your prompt and favorable action on this request.

Thank you.

Very truly yours,

LINDA FLOR PRESENTACION D. HORTEZANO
SVP1 & Relationship Management Executive

Copy Furnished:

Mr. Joel B. Rosales
Chief Administrative Officer
RPSU Head