



Republic of the Philippines
Department of Education
CARAGA REGION



December 28, 2022

REGIONAL MEMORANDUM
No. 1119, s. 2022

To: Schools Division Superintendents
Assistant Schools Division Superintendents
Schools Division Personnel
All Concerned
This Region

DISSEMINATION OF MEMORANDUM OUF-2022-0711, RE: SUBMISSION OF
STATUS REPORT ON PROVIDENT FUND (PF) LOANING OPERATIONS
FOR MULTI-PURPOSE AND ADDITIONAL LOANS FOR FY 2022

1. Attached is a copy of Memorandum OUF-2022-0711 dated December 14, 2022 entitled **Submission of Status Reports on Provident Fund (PF) Loaning Operations for Multi-Purpose and Additional Loans for FY 2022**.
2. Attention is invited on the foregoing timelines for the submission of report to this Regional Office of the PF loaning operations, as follows:

Duration	Schedule of Submission
January 2022 to December 2022	On or before January 15, 2022
January 2023 and onwards	Every 15 th day of the following month
3. The report template per PF Chapter (Region and Schools Division) can be downloaded through this link: <https://bit.ly/3W6TnMC>
4. For information, guidance and compliance.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.:NONE

Reference: MEMORANDUM OUF-2022-0711

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

GUIDELINES

MEMORANDUM

PROVIDENT FUNDS

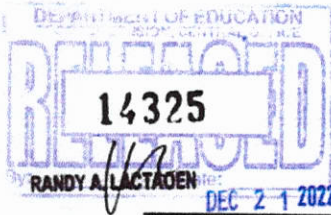
ASD/jbr
12/28/2022



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM
OUF-2022-0711

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL PF BOARD OF TRUSTEES
CO ACCOUNTING DIVISION STAFF
CHIEFS OF ADMINISTRATIVE AND FINANCE DIVISIONS
REGIONAL AND SCHOOLS DIVISIONS ACCOUNTING STAFF
ALL OTHERS CONCERNED

FROM : *Annalyn M. Sevilla*
ANNALYN M. SEVILLA
Undersecretary for Finance
Chairperson, Provident Fund (PF) National Board of Trustees (NBT)

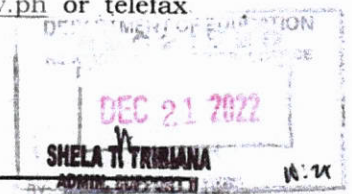
SUBJECT : SUBMISSION OF STATUS REPORT ON PROVIDENT FUND (PF)
LOANING OPERATIONS FOR MULTI-PURPOSE AND
ADDITIONAL LOANS FOR FY 2022

DATE : DECEMBER 14, 2022

1. The Regional and Schools Division Provident Fund (PF) Chapters, through the PF Secretariats or Accounting Sections/Units, are directed to provide the PF National Board of Trustees (NBT), through its Secretariat, the Employee Account Management Division (EAMD), the monthly status report of loaning operations on the Multi-Purpose and Additional Loans starting FY 2022 of each PF Chapter.
2. For monitoring purposes, all concerned shall accomplish, on the dates specified below, the report template per PF Chapter (Region and Schools Division), which they can download through this link: <https://bit.ly/3W6TnMC>.

Duration	Schedule of Submission
January 2022 to December 2022	On or before January 15, 2022
January 2023 and onwards	Every 15 th day of the following month

3. The Regional PF Board of Trustees must ensure compliance and submission of the said status report in the MS Excel matrix to the PF NBT Secretariat.
4. For inquiries, you may contact EAMD, at fs.eamd@deped.gov.ph or telefax number (02) 8633-7248.
5. For immediate dissemination and compliance.



SAMPLE TEMPLATE

DEPED PROVIDENT FUND (PF) PROGRAM
STATUS OF LOANING OPERATION TO DEPED EMPLOYEES
DEPED REGION I
FY 2022

MONTH/PPF CHAPTERS (ROP and Schools Division)	BEGINNING CASH BALANCE PER MONTH	Total No. of Employees based on Positions as of	MULTI-PURPOSE LOAN				ADDITIONAL LOAN				TOTAL MPL AND ADDITIONAL LOANS GRANTED TO DEPED EMPLOYEES			
			No. of Borrowers (Districts)	No. of Loans Granted	Amount granted			No. of Loans Granted	Amount granted			No. of Borrowers (Districts)	No. of Loans	Total Net Amount Released
					Principal	Interest	Total		Principal	Interest	Total			
JANUARY 2022														
1 ROP							0.00				0.00			0.00
2 ALAMINOS CITY							0.00				0.00			0.00
3 BATAK CITY							0.00				0.00			0.00
4 CANDON CITY							0.00				0.00			0.00
5 DAGUPAN CITY							0.00				0.00			0.00
X							0.00				0.00			0.00
X							0.00				0.00			0.00
TOTAL - JANUARY 2022	0.00	0	0	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0.00
TOTAL - FEBRUARY 2022	0.00	0												
TOTAL - MARCH 2022	0.00	0												
TOTAL - APRIL 2022	0.00	0												
TOTAL - MAY 2022	0.00	0												
TOTAL - JUNE 2022	0.00	0												
TOTAL - JULY 2022	0.00	0												
TOTAL - AUGUST 2022	0.00	0												
TOTAL - SEPTEMBER 2022	0.00	0												
TOTAL - OCTOBER 2022	0.00	0												
TOTAL - NOVEMBER 2022	0.00	0												
DECEMBER 2022														
1 ROP							0.00				0.00			0.00
2 ALAMINOS CITY							0.00				0.00			0.00
3 BATAK CITY							0.00				0.00			0.00
4 CANDON CITY							0.00				0.00			0.00
5 DAGUPAN CITY							0.00				0.00			0.00
X							0.00				0.00			0.00
X							0.00				0.00			0.00
TOTAL - DECEMBER 2022	0.00	0	0	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0.00
SUMMARY														
1 ROP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 ALAMINOS CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 BATAK CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 CANDON CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5 DAGUPAN CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
X	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	0.00	0	0	0	0.00	0.00	0.00	0	0.00	0.00	0.00	0	0	0.00

DESIGNATED EMPLOYEE RESPONSIBLE FOR ACCOMPLISHING THIS REPORT:

PF CHAPTERS (ROP and Schools Division)	FOCAL PERSON	DESIGNATION/OFFICE	E-MAIL ADDRESS (_____.depd.gov.ph)	CONTACT NUMBER
1 ROP				
2 ALAMINOS CITY				
3 BATAK CITY				
4 CANDON CITY				
5 DAGUPAN CITY				
X				
X				
X				

SAMPLE TEMPLATE

[illegible]

OTHER CASH DISBURSEMENTS

[illegible]

SAMPLE TEMPLATE

OTHER CASH RECEIPTS

	Bank Interest Income	State Checks	NCA / Fund Transfer	Others		TOTAL
				Particular	Amount	
JANUARY 2022						
1 ROP						0.00
2 ALAMINOS CITY						0.00
3 BATAC CITY						0.00
4 CANDON CITY						0.00
5 DAGUPAN CITY						0.00
x						0.00
x						0.00
x						0.00
TOTAL - JANUARY 2022	0.00	0.00	0.00		0.00	0.00
TOTAL - FEBRUARY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MARCH 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - APRIL 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MAY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - JUNE 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - JULY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - AUGUST 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - SEPTEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OCTOBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - NOVEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
DECEMBER 2022						
1 ROP						0.00
2 ALAMINOS CITY						0.00
3 BATAC CITY						0.00
4 CANDON CITY						0.00
5 DAGUPAN CITY						0.00
x						0.00
x						0.00
x						0.00
TOTAL - DECEMBER 2022	0.00	0.00	0.00		0.00	0.00