



Republic of the Philippines
Department of Education
CARAGA REGION



March 11, 2021

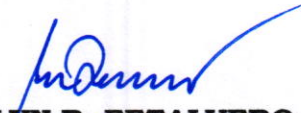
REGIONAL MEMORANDUM

No. 151, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS
ALL CONCERNED
This Region

DISSEMINATION OF DEPED ISSUANCES ON PROVIDENT LOAN AND UPDATES
ON THE PROPOSED CREATION OF POSITIONS IN THE REGIONAL
AND SCHOOLS DIVISION OFFICES

1. Attached is a copy of the following DepEd issuances for dissemination across all governance levels in the Department of Education for information and guidance:
 - a. **MEMORANDUM** containing the *Provident Board Resolution Approving the Continued Implementation of a Simplified Provident Fund Loan Application Process in View of the Imposition of Various Community Quarantine Classifications in the Country* dated March 3, 2021;
 - b. **DM-PHROD-2021-0135** entitled *Updates on the Proposed Creation of Positions for Regional and Schools Division Offices* dated March 9, 2021.
2. Widest dissemination of this issuances is desired.


EVELYN R. FETALVERO, PhD., CESO IV
Director IV

Encls.:NONE

Reference: DM-PHROD-2021-0135

Provident Fund NBOT Resolution No. 09, s.2020

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

MEMORANDUM

PROVIDENT

RATIONALIZATION

RESOLUTION

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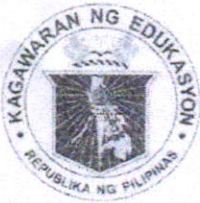


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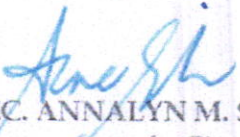
Republic of the Philippines
Department of Education

2021-03-2907

DepEd Provident Fund National Chapter

MEMORANDUM

TO: REGIONAL PROVIDENT FUND CHAPTERS

FROM:  USEC. ANNALYN M. SEVILLA
Undersecretary for Finance
Chairperson, DepEd Provident Fund National Board of Trustees

SUBJECT: A RESOLUTION APPROVING THE CONTINUED IMPLEMENTATION OF A SIMPLIFIED PROVIDENT FUND LOAN APPLICATION PROCESS IN VIEW OF THE IMPOSITION OF VARIOUS COMMUNITY QUARANTINE CLASSIFICATIONS IN THE COUNTRY

DATE : 03 March 2021

This refers to the Provident Fund National Board of Trustees' (NBT) Board Resolution No. 9 s. 2020 entitled "*A Resolution Approving the Continued Implementation of a Simplified Provident Fund Loan Application Process in View of the Imposition of Various Community Quarantine Classification in the Country,*" which, *inter alia*, authorizes the Regional Provident Fund (PF) Chapters to adopt a similar loan application process in accordance with their own internal control requirements, in order to appropriately and promptly cater to the needs of its DepEd employees during the community quarantine.

Submission of originally signed documents and certifications relative to the application, nonetheless, must not be dispensed with, as the same shall serve as supporting documents for the report to be transmitted to the Commission on Audit (COA). Regional PF Chapter that will opt to adopt a similar process, may thus determine the number of days from which the borrowers should submit to the concerned PF Secretariats, the original copies of loan application documents with corresponding wet signatures.

For further queries regarding the matter, Ms. Evangeline S. Puno of Employee Account Management Division (EAMD), PF NBT Secretariat, may be reached through mobile number (+639) 277527321, landline number 8633-7248, and e-mail address fs.eamd@deped.gov.ph.

For your guidance. Thank you.

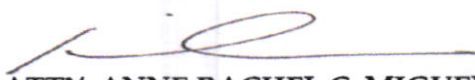


Republic of the Philippines
Department of Education

DepEd Provident Fund National Chapter

MEMORANDUM

FOR : DEPED PF-NBT MEMBERS

FROM : 
ATTY. ANNE RACHEL C. MIGUEL
Director IV, BHROD and CSSO
Board Secretary, DepEd PF-NBT

**SUBJECT : RESOLUTION ON THE CONTINUED IMPLEMENTATION OF THE
SIMPLIFIED LOAN APPLICATION PROCESS**

DATE : 08 February 2021

*This is to respectfully transmit the attached PF-NBT Resolution No. 9 entitled **A Resolution Approving the Continued Implementation of a Simplified Provident Fund Loan Application Process in View of the Imposition of Various Community Quarantine Classifications in the Country.***

For approval/signature. Thank you.



Republic of the Philippines
Department of Education

PROVIDENT FUND NATIONAL BOARD OF TRUSTEES

BOARD RESOLUTION NO. 09, s. 2020

**A RESOLUTION APPROVING THE CONTINUED IMPLEMENTATION OF A
SIMPLIFIED PROVIDENT FUND LOAN APPLICATION PROCESS IN VIEW OF THE
IMPOSITION OF VARIOUS COMMUNITY QUARANTINE CLASSIFICATIONS IN
THE COUNTRY**

WHEREAS, the DepEd Provident Fund National Board of Trustees (PF-NBT) has been organized and tasked to promulgate, apply, and enforce the rules and regulations governing the use and operation of the PF pursuant to DepEd Order (DO) No. 97, s. 1992 entitled "*Establishment of the DECS Provident Fund*" and Administrative Order (AO) No. 279, s. 1992, entitled "*Prescribing Rules and Regulations for the Establishment and Administration of a Provident Fund of Agencies Covered by Section 41 of the General Provisions of Republic Act No. 7180;*"

WHEREAS, Section 2 of AO No. 279 states that the Fund shall provide for the granting of benefits and loans to officials and employees of the department, bureau, office, or agency for emergency needs, such as on education, hospitalization, immediately needed house repairs, and for other similar purposes to be determined by the Board of Trustees;

WHEREAS, Proclamation No. 929, s. 2020 was promulgated on 16 March 2020 declaring a State of Calamity throughout the Philippines for a period of six (6) months due to Corona Virus Disease 2019 (COVID-19), unless earlier lifted or extended as circumstances may warrant;

WHEREAS, upon recommendation by the Board Secretariat, DepEd PF-NBT issued on 06 May 2020 Board Resolution No. 05 on the *Adoption of a Simplified Provident Fund Loan Application Process* which was effective during the implementation of the Enhanced Community Quarantine (ECQ);

WHEREAS, given the continued rise in the number of COVID-19 positive cases and deaths despite efforts and interventions to contain the same, the President of the Philippines, through Proclamation No. 1021, extended the declared State of Calamity throughout the country for a period of one (1) year, effective 13 September 2020 to 12 September 2021, unless earlier lifted or extended as circumstances may warrant;

WHEREAS, in consideration of the request from the borrowers, especially those with health risks and affected by limited mobility protocols, the Board Secretariat has recommended the continued implementation of the aforesaid simplified PF loan application process in the Department, regardless of the community quarantine classification imposed.

WHEREAS, to accommodate the request of the borrowers and operationalize the foregoing, online submission of loan application forms and other requirements shall be allowed, provided that all documents (e.g. duly accomplished LAF under old template, certifications from Legal Division, etc.) with the necessary wet signatures shall be transmitted

by the member-borrower within seven (7) days from his/her online application. Copy of the Proposed Simplified Work Flow Process and Procedural Guidelines is attached, marked as Annex A, for ready reference;

NOW THEREFORE, RESOLVED, AS IT IS HEREBY RESOLVED, that the DepEd PF NBT approves the continued implementation of the attached Simplified Provident Fund Loan Application Process in DepEd Central Office, regardless of the community quarantine classification imposed in the country;

RESOLVED FINALLY, that Regional Provident Fund Chapters are authorized to adopt a similar process in accordance with their own internal control requirements in order to appropriately and promptly cater to the needs of its employees during the community quarantine.

Signed on the 22 day of December 2020.

APPROVED BY:



ANNALYN M. SEVILLA
Undersecretary for Finance
Chairperson



Atty. REVSEE A. ESCOBEDO
Undersecretary for Field Operations,
Palarong Pambansa Secretariat, and DEACO
Vice Chairperson

TINA ROSE MARIE L. CANDA
Undersecretary for Budget Preparation and Executive Group
Representative, Department of Budget and Management



DR. MALCOLM S. GARMA
Director, DepEd National Capital Region
Representative, DepEd Regional Directors



RONILDA R. CO
Director, Disaster Risk Reduction and Management Service
Representative, DepEd Bureaus/Services Directors

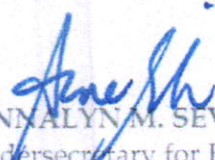
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NOW THEREFORE, RESOLVED, AS IT IS HEREBY RESOLVED, that the DepEd PF NBT approves the continued implementation of the attached Simplified Provident Fund Loan Application Process in DepEd Central Office, regardless of the community quarantine classification imposed in the country;

RESOLVED FINALLY, that Regional Provident Fund Chapters are authorized to adopt a similar process in accordance with their own internal control requirements in order to appropriately and promptly cater to the needs of its employees during the community quarantine.

Signed on the 22 day of December 2020.

APPROVED BY:


ANNALYN M. SEVILLA
Undersecretary for Finance
Chairperson

Atty. REVSEE A. ESCOBEDO
Officer in Charge, Office of the Undersecretary
for Field Operations and HROD (Personnel and Employee Welfare)
Vice Chairperson


TINA ROSE MARIE L. CANDIA
Undersecretary for Budget Preparation and Executive Group
Representative, Department of Budget and Management

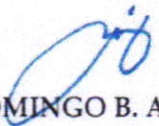

DR. MALCOLM S. GARMA
Director, DepEd National Capital Region
Representative, DepEd Regional Directors


RONILDA R. CO
Director, Disaster Risk Reduction and Management Service
Representative, DepEd Bureaus/Services Directors



DR. JORGE M. REINANTE

President, Philippine Association School Superintendents
Representative, Teaching Organizations



ATTY. DOMINGO B. ALIDON

President, DepEd National Employees Union
Representative, Non-Teaching Organizations

CERTIFICATION

I, the undersigned, do hereby certify that the Board of Trustees approved the foregoing resolution on the 22 December 2020 in favor hereof.

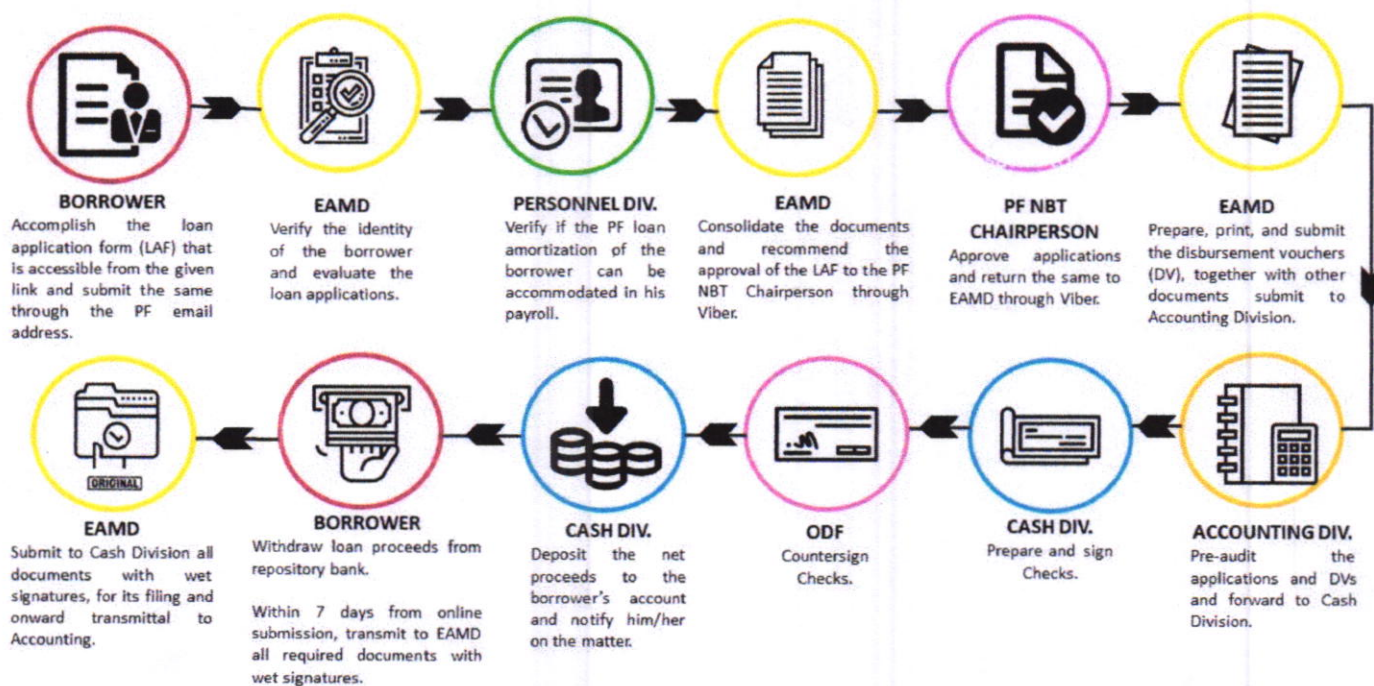


ATTY. ANNE RACHEL C. MIGUEL

Director IV, BHRD and CSSO
DepEd PF-NBT Board Secretary

SIMPLIFIED PROVIDENT FUND LOAN APPLICATION PROCESS IN THE DEPED CENTRAL OFFICE IN VIEW OF THE IMPOSITION OF VARIOUS COMMUNITY QUARANTINE CLASSIFICATIONS IN THE COUNTRY

I. Process Flow



II. Online Submissions of the Borrower

1. Download simplified Loan Application Form (LAF) from <https://drive.google.com/open?id=1rT4rQCOXjiBpMJlTlpgsyON657SI0ep>; accomplish and affix his/her electronic signature in the LAF.
2. Submit online/through e-mail by the borrower to the Employee Account and Management Division (EAMD) via e-mail address fs.eamd@depd.gov.ph
 - a. Duly accomplished Loan Application Form (LAF)
 - b. Authorization to Deduct
 - c. Copy of the latest pay slip
 - d. Copy of DepEd Identification Card (ID)
 - e. Certification that he/she has no pending administrative, civil nor criminal records filed at DepEd.

III. Assessment/ Evaluation of Forms

1. EAMD Loan processor will perform the following:

- 1.1 Check legitimacy of the loan being applied by conducting video call with the borrower, proof of which shall be secured by taking screen capture;
 - 1.2 Check the completeness and veracity of the submitted requirements. If incomplete, return the forms to the borrower for rectification/completion;
 - 1.3 Email the co-maker to confirm his/her designation as such by the borrower. An email response from the co-maker is needed in order to proceed with the processing of the loan;
 - 1.4 Check in the Subsidiary Ledgers if the borrower has existing loans, and compute for the loanable amount and monthly amortization, depending on the terms of loan or length of payment opted by the borrower; and
 - 1.5 Once the submitted requirements are complete and in order, sign the *Secretariat's Assessment/Evaluation* portion of the LAF and e-mail to designated DepEd Verifier from the Personnel Division.
2. Designated DepEd Verifier from Personnel Division will assess the borrower's PF loan amortization of the borrower, if can be accommodated in the payroll, and then e-mail back to EAMD loan processor the result of his/her verification.
 3. EAMD Loan Processor shall then:
 - 3.1 Inform the borrower, if the loan cannot be accommodated in the payroll; or
 - 3.2 Affix e-signature on the Evaluation Portion of the LAF, if can be accommodated in the payroll, and forward the same to the Administrative Officer V, for review and e-signature;
 - 3.3 E-mail the processed LAF and supporting documents to the Chief Administrative Officer (CAO) of EAMD, for further review being the Head of PF NBT Secretariat, and affix her e-signature in the "*Recommending Approval*" portion of the accomplished LAF; and
 - 3.4 Send these documents to the Office of the DepEd PF NBT Chairperson via Viber.

IV. Approval of the LAF

The Chairperson will affix her e-sign on the *Action Taken* portion of the LAF and returns the approved/disapproved LAF to EAMD, for appropriate action.

V. Preparation of Disbursement Voucher (DV)

DVs shall be prepared by EAMD for approved loan applications, and then print the same for onward transmittal to Accounting.

VI. Pre-Audit and Certification of Fund's Availability

Accounting Division shall pre-audit the submitted documents and certify availability of funds on the payroll. The same shall be forwarded to Cash Division for appropriate action.

VII. Check Preparation and Signing

Cash Division shall prepare and sign the check for onward endorsement to the Office of the Director for Finance for countersigning.

VIII. Cash Deposit

Upon receiving the countersigned check, Cash Division shall deposit the net proceeds to the borrower's account. The former shall notify the latter that s/he may already withdraw the loan proceeds from her/his repository bank.

IX. Submission of All Documents to Accounting Division with the Necessary Wet Signatures

1. The borrower shall submit to EAMD all the documents and requirements (e.g. duly accomplished LAF under old template, certifications from Legal Division, etc.) with the necessary wet signatures within seven (7) days from submission of online application.
2. EAMD shall ensure the borrower's compliance with the foregoing. Upon receipt of the documents and requirements from the borrower, designated staff must then submit the same to Cash Division for filing and onward transmittal to Accounting Division.



Republika ng Pilipinas

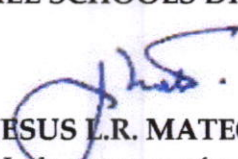
Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-PHROD-2021-0135

TO : UNDERSECRETARIES
ASSISTANT SECRETARIES
REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM :  JESUS L.R. MATEO
Undersecretary for Planning, and Human Resource and
Organizational Development

SUBJECT : Updates on the Proposed Creation of Positions for Regional and
Schools Division Offices

DATE : 09 March 2021

This is to inform you of the efforts being done to review the Department's structure and staffing complement in order to strengthen the Department of Education (DepEd) units that implement the programs and projects supporting our schools.

Since the implementation of the Rationalization Program, series of consultations and several activities were conducted to check the effectiveness of our structure and assess the emerging requirements of the Department. The Bureau of Human Resource and Organizational Development (BHROD) - Organization Effectiveness Division (OED), has been in constant coordination with the Department of Budget and Management (DBM) - Organization, Position Classification, and Compensation Bureau (OPCCB) for guidance on the process and documentary requirements of organizational review and staffing modifications.

However, increasing the number of DepEd's staffing complement will need an enormous amount of funding. Thus, DBM recommended the following actions for the creation of new positions across governance levels:

- a. School organizational structure and staffing standards should be reviewed since schools were not included in the Rationalization Plan due to limited budget;
- b. Priority should still be given to filling up the vacant items of the Department;

2021-03-2900

- c. Adherence to government-wide staffing standards specifically on the Organization and Staffing Standards and Guidelines (OSSG) and the Manual on Position Classification and Compensation; and
- d. Determine other sources of funds to support the financial requirements of the proposed new items such as:
 - i. Scrap & Build Scheme using the vacant Co-Terminus to the Incumbent (CTI) items;
 - ii. Prioritization of requests to be charged against the DepEd share/appropriation in the government-wide Miscellaneous Personnel Benefit Fund (MPBF) for FY 2021 and succeeding years' creation of new items

Some of the parameters considered in coming up with the various proposals have been as follows:

- a. Secretary's directives;
- b. Consistency and equity in the staffing composition of offices based on the approved rationalized staffing pattern (RSP);
- c. Prioritize offices with incomplete staffing complement due to the limitations set in the rationalization program e.g. small schools division offices
- d. Initial results of the teacher workload study; and
- e. Critical functions being performed as ad-hoc tasks by existing offices

In view of the above parameters and recommendations, we have submitted to DBM last May 2020 our request for creation of the following plantilla positions using the Personnel Services cost of the vacant Co-Terminus to the Incumbent (CTI) items across governance levels:

Function / Governance Level	Proposed Items for Creation
40 Small-sized Schools Division Offices	
Schools Division Office (SDO)	• Creation of the following positions for forty (40) small-sized SDOs: ↳ 40 Attorney III ↳ 40 Education Program Supervisor (SGOD) ↳ 40 Engineer III ↳ 40 Project Development Officer II (DRRM) ↳ 40 Administrative Officer IV (Property) ↳ 40 Administrative Officer IV (Records)
Legal Service	
Regional Office (RO)	• Creation of Legal Affairs Division headed by an Attorney V and transfer of the following existing staff from Legal Unit: ↳ 1 Attorney IV ↳ 1 Special Investigator III ↳ 1 Legal Assistant II ↳ 1 Administrative Assistant I
Procurement Service	
Regional Office	• Creation of a Procurement Section under the Administrative Division with the following items: ↳ 1 Administrative Officer V ↳ 1 Administrative Officer IV ↳ 1 Administrative Aide VI

Function / Governance Level	Proposed Items for Creation
Schools Division Office	Creation of Administrative Officer IV for four (4) Very Large SDOs only
Disaster Risk Reduction Management	
Regional Office	Creation of DRRM Unit under the Office of the Regional Director for each RO, with ↳ 1 Project Development Officer III as Unit Head
Education Facilities	
Regional Office	Creation of additional one (1) Engineer II for each Regional Offices
Planning	
Schools Division Office	Creation of 1 Project Development Officer II for SDO-SGOD (Planning and Research Unit) for each SDO

This office submitted to DBM the list of DepEd-wide vacant CTI items to be abolished for the above purpose. However, the budget was further trimmed down because there are reports from DBM that some field offices filled up these items that will be used for the request. As stated under **Item A.2.c, Sec. V of DepEd Order No. 53, s. 2013**, Implementing Guidelines for the DepEd Rationalization Plan, *"CTI status positions shall be abolished upon vacancy due to appointment to another position, retirement, separation or transfer to another agency, at which time the funds corresponding to the vacant positions shall revert to the General Fund."* Hence, we would also like to remind **all ROs and SDOs to refrain from filling-up any vacant CTI items.**

As to the SDO size reclassification, please note that this shall be determined based on the approval of the revised school and organizational staffing standards. Based on the standards used in the Rationalization Program, all field offices were affected due to the increase in number of learners and teachers when K to 12 was implemented. If the same criteria and number of positions per size category will be used, it will require the creation of 7,729 positions for 59 SDOS and funding requirements amounting to more than Php 2 Billion. DepEd shall continue to request for critical positions to support operations in multiyear basis scheme. SDOs no longer need to submit a request or a proposal for a size reclassification since requests will be submitted agency-wide subject to the approval of DBM.

For clarifications, your office may contact the Bureau of Human Resource and Organizational Development – Organization Effectiveness Division (BHROD-OED) through email address **bhrod.oed@deped.gov.ph**.

For your information and guidance.

BHROD-OED/Tiamson