



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

February 10, 2025

DIVISION MEMORANDUM

No. **048** s.2025

ESTABLISHMENT OF THE DIVISION PROVIDENT FUND BOARD OF TRUSTEES AND SECRETARIAT

TO : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Elementary and Secondary School heads
All others Concerned

1. This Office informs the field on the Establishment of the Division Provident Fund Board of Trustees and Secretariat purposely to impose check and balance mechanism to all submitted loan request to wit;

Chairperson : **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Vice Chairperson : **DANTE J. MARCELO, PhD, CESO VI**
Assistant Schools Division Superintendent

Members : **VIRGINIA A. VINALAY**
Administrative Officer V

: **JANNA JESUSA S. LIM**
Accountant 1 – (OIC)

SHIRLEY V. ESCALONA
Administrative Officer V (Budget)

ESPERANZA B. EREFUL
Administrative Officer IV (Personnel)

Secretariat : **MARY JOAN B. ARCA**
Administrative Assistant III

JOHN MICHAEL L. VIOLA
Administrative Aide VI



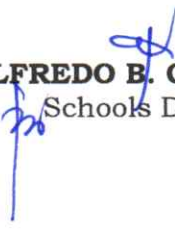
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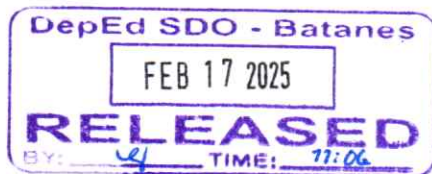
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2. The term of Office of the members of the Board of Trustees shall be in a period of one (1) year, or until rescinded by the Head of Office with due process. However, the Finance Officer and the Administrative Service unit shall be considered permanent members.
3. As prescribed mechanism in approving filed Provident loan, all documents shall be approved by the Schools Division Superintendent.
4. Specific roles and functions of each member is hereby attached for immediate perusal (see Enclosure 1)
5. For more information and inquiries relative to this issuance, please feel free to see the Administrative Officer at the SDO during office hours.
6. For information, guidance and wide dissemination.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent



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Enclosure 1

Roles and Functions of the following:

Secretariat

- To review the loan application form if it is correctly /properly filled up.
- To check on the completeness and veracity of documents submitted
- Prepare the tentative computation of the PFL

Personnel:

- To certify the employment status and the adequacy of the Net take home pay (NTHP) of the applicant.

Accountant :

- To certify to the eligibility of the borrower and co maker
- To certify as to the accuracy of the computation of the PFL

Administrative Officer:

- To certify that the borrower has no pending administrative or Civil case charge against him/her.
- To recommend approval of the DECS Provident Fund loan (PFL).
to the head of agency

Head of Agency:

- To take action of the DECS Provident Fund Loan



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