



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

March 25, 2024

DIVISION MEMORANDUM
OSDS No. 049, s. 2024

RECONSTITUTION OF DIVISION PROVIDENT FUND SECRETARIAT

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Cluster Heads/School Heads
Division Office Personnel
Teachers and Non-Teaching Personnel
All Concerned
This Division

1. Pursuant to Region Memorandum AD No. 12, s. 2021 entitled **Guidelines on the Administration and Management of Provident Fund at the Schools Division Offices (SDOs)**, the Division Provident Fund Secretariat is hereby reconstituted as follows:

Gildo G. Mosqueda, CEO VI	-	Schools Division Superintendent Chairperson/Approving Officer
Zenaida B. Porras	-	Administrative Office V Head, DPF Secretariat
Glenda P. Orcinado	-	Admin. Officer IV – Personnel Member
Sheryll A. Moradas	-	Budget Officer III (AO V) Member
Jonel G. Solomon	-	Accountant III Member
Liza P. De Luna	-	AO IV (Cashier) Member
Shirlyn D. Cuyong	-	AO II/Payroll In-Charge Member
Chatryn Mae L. Seron	-	Administrative Aide VI Member
Jeralden L. Palain	-	Administrative Assistant III Member
Ellen Rose L. Bade	-	Administrative Aide VI Member

2. The following are the tasks of the Division Provident Fund Secretariat:

2.a. Implement the policies, rules and regulations promulgated by the National Board of Trustees in the best and most suitable manner to



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efficiently and effectively address the needs and concerns of the teachers and employees in the region;

- 2.b. Administer, supervise and monitor the operations of the fund at the division level;
 - 2.c. Create and identified the composition of the Division Provident Fund Secretariat;
 - 2.d. Accept and evaluate all PF applicants to ensure compliance;
 - 2.f. AO IV-Cash shall issue check chargeable against the provident fund based on the Disbursement Voucher received; and
 - 2.g. Payroll In-Charge shall prepare the complete list of remittance for PF to be submitted through the AO II of the Regional Payroll Services Unit on or before 22nd of every month. Likewise, Payroll In Charge of the division shall maintain the subsidiary individual ledger to monitor the payment. Attached is the required template for the list of remittance for PF.
3. The Secretariat shall meet quarterly or as necessary to have continuous improvement in the management of the Fund.
4. For the information, guidance and compliance and wide dissemination to all concerned.


GIEDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: None
Reference: Region Memorandum Ad No. 12, s. 2021
Allotment: None
To be indicated in the Perpetual Index under the following subjects:

COMMITTES EMPLOYEES PROVIDENT FUND WELFARE

ZBP/ADMIN/OSDS/DM/ RECONSTITUTION OF DIVISION PROVIDENT FUND SECRETARIAT/March 25, 2024



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