



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
Date: 10 NOV 2022 4:52 PM  
By: [Signature]

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**Office of the Schools Division Superintendent**

DIVISION MEMORANDUM  
OSDS-2022-078

TO: All Concerned

SUBJECT: **DISSEMINATION OF REGIONAL MEMORANDUM NO. ASD-2022-116**

DATE: November 10, 2022

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1. Attention is hereby requested on the issuance of Regional Memorandum ASD-2022-116 re: **"Guidelines on The Issuance of Clearance to DepEd Personnel with Outstanding Provident Loan Balances"**.
2. It is understood that those with outstanding PF loan balances when requesting for a Division Clearance to travel abroad will not be issued as such if settlement of the balance is not made.
3. For strict compliance.

**ALLAN G. FARNAZO**

Director IV  
and Concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent:



**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent 

Enclosure:  
As stated:

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Page 1 of 1



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MA'AM LOT



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

**REGIONAL MEMORANDUM**  
ASD-2022-116

To : Assistant Regional Director  
Schools Division Superintendents / OIC-SDS  
Regional Chiefs of Functional Divisions

Subject: GUIDELINES ON THE ISSUANCE OF CLEARANCE  
TO DEPED PERSONNEL WITH OUTSTANDING  
PROVIDENT LOAN BALANCES

Date : November 03, 2022

The DepEd Provident Fund (PF) was established by virtue of Administrative Order No. 279 dated May 5, 1992 and implemented through DECS Order No. 97, s. 1992 dated October 1, 1992 which was amended by DECS Order No. 12, s. 2004 dated February 24, 2004, DepEd Order No. 36 dated June 1, 2007 and DepEd Order 37, s. 2018.

The Fund aims to provide DepEd officials and employees with benefits and loans for emergency needs; for their education and that of their children; for their hospitalization and that of their immediate dependents; for minor but immediately needed repair of their houses; and for other similar purposes as determined by the Board of Trustees.

To protect and safeguard the DepEd Provident Fund (PF), this Office hereby issues guidelines on the issuance of Clearance to any DepEd personnel within Region XI with outstanding PF loan balances.

Division Clearance will not be issued to personnel with outstanding PF loan balances upon separation from the service due to resignation, retirement, death, transfer to another agency, and other reasons for severance from employment, including those who will be travelling abroad.

For information and strict compliance.

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION

**RELEASED**

Enclosed: As stated.

ROA3/PS/IRU

By: 16180

Date: Nov. 7, 2022

Time: Nov. 7, 2022

ALLAN G. FARRAS, Jr. <sup>Regional Director</sup>  
Director IV

Roy T. Enriquez  
Chief Administrative Officer  
Officer-In-Charge



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ISO 9001:2015 - Certified

RELEASE

By: JH - 04/11/2022

Date: 4/11/22 Time: 9:35 AM

OFFICE ORDER

To: Chiefs of Functional Division  
Section Heads  
Others Concerned  
This Region

Subject: GUIDELINES ON THE ISSUANCE OF CLEARANCE TO  
EMPLOYEES WITH OUTSTANDING PROVIDENT LOAN BALANCES

Date: April 13, 2022

1.0 PURPOSE

This Order will serve as an internal policy on the issuance of Clearance with outstanding Provident loans in view of the uncollected loan balances from employees who were already separated from the service and the intention of this Office which is to protect and safeguard the Provident Fund intended for the grant of loans to employees.

2.0 COVERAGE

This Order covers the employees of DepED-Regional Office XI.

3.0 GUIDELINES

- 3.1 The request for Clearance upon separation from the service due to resignation, retirement, death, transfer to other Agency and other reasons for separation shall not be issued to employees with outstanding loan balances from the Provident Fund.
- 3.2 In case of travel abroad which also requires the issuance of Clearance prior to travel, item 1 shall also be applied.
- 3.3 Upon settlement of the outstanding balance, any unpaid interest shall also be computed and settled prior to the issuance of the Clearance.
- 3.4 In case of transfer of employee from DepED-ROXI to Schools Division Offices (SDO) within Davao Region, Clearance may be granted provided the Accounting Unit, this Office will issue a Journal Entry Voucher (JEV) to record the transfer of outstanding loan balance to SDO. The loan balance shall also be recorded by the SDOs in their books of accounts.

3.0 EFFECTIVITY

This Order shall take effect immediately.

ALLAN E. BARNAZO  
Director IX

ROXI 119



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