



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

DEPED DIVISION OF DAVAO DEL NORTE
 RECORDS SECTION
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OFFICE MEMORANDUM
 No. OSDS-2022-001

To: All Concerned Personnel
 Subject: RECONSTITUTION OF THE DIVISION PROVIDENT FUND SECRETARIAT
 Date: August 9, 2022

In reference to DepEd Order No. 037, s. 2018 titled Amendments and Additional Provisions to DepEd Order Nos. 12, s. 2004; 26, s. 2007; and 52, s. 2017 (*Revised Implementing Guidelines for the DepEd Provident Fund*), the Division Provident Fund Secretariat shall be constituted with the following members:

NAME	DESIGNATION	FUNCTION
Lyndee M. Sagaral	Administrative Officer II	Provident Fund Secretariat; assesses, evaluates, and processes all qualified loan applications.
Rosalinda N. Dionio	Administrative Officer V – Administrative Services	Certifies employment status and additional information of borrower.
Maria Lourdes M. Quesada	Accountant III	Verifies the eligibility of the borrower and co-maker.
Atty. Verilie O. Gallo	Attorney III	Certifies credibility with no pending administrative and civil case charged against the borrower on file with DepEd.
Dee D. Silva	Schools Division Superintendent	Provident Fund Secretariat Head; approves all qualified loan application for Division Office release and recommends approval for special loan endorsed to regional office for approval.

All members of the Provident Fund Secretariat are expected to faithfully perform their assigned duties and functions as mandated in the above – mentioned order. This designation does not provide additional remuneration nor priority in promotion.



All issuances which are inconsistent with this memorandum are hereby rescinded or modified accordingly.

Wide and immediate dissemination of this memorandum is earnestly desired.



DEE D. SILVA, DPA, CESO V
Schools Division Superintendent

Per_JMB

