

C/O Lyndee



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

OFFICE MEMORANDUM  
No. OSDS-2023-0112

To: All Concerned Personnel  
Subject: RECONSTITUTION OF THE DIVISION PROVIDENT FUND SECRETARIAT  
Date: April 11, 2023

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:

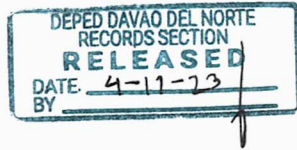
NAME	DESIGNATION	FUNCTION
Lyndee M. Sagaral	Administrative Officer II	Provident Fund Secretariat; assesses, evaluates, and processes all qualified loan applications.
Relyn B. Gallardo	Administrative Officer IV – Human Resource Management Office	Certifies employment status and additional information of borrower.
Maria Lourdes M. Quesada	Accountant III	Verifies the eligibility of the borrower and co-maker.
Rosalinda N. Dionio	Administrative Officer V – Administrative Services	Certifies credibility with no pending administrative and civil case charged against the borrower on file with DepEd.
Reynaldo B. Mellorida	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All issuances which are inconsistent with this memorandum are hereby rescinded or modified accordingly.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.



  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

Per\_JMB

