



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0203

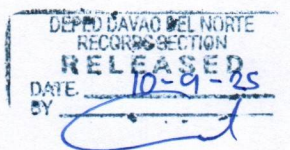
TO: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent
Eduard C. Amoguis – CID Chief
All Concerned School Principals – Secondary Implementing Units
All Concerned Disbursing Officers – Secondary Implementing Units

SUBJECT: DEADLINE FOR MONTHLY PROVIDENT LOAN REMITTANCE

DATE: October 9, 2025

1. To ensure the timely submission of the mandatory monthly financial reports to the Commission on Audit (COA) and to facilitate the prompt release of loans to borrowers, it is essential that remittances are submitted on time.
2. The deadline for the Monthly Provident Loan Remittance is **on or before the 25th day of the applicable month**. If the 25th falls on a non-working day, remittances should be submitted by the preceding business day.
3. Remittances may be submitted via email to depeddavnor.cash@deped.gov.ph.
The following documents are required:
 - a. Signed ACIC (Advice of Checks Issued and Cancelled)
 - b. LDDAP-ADA (List of Due and Demandable Accounts Payable – Advice to Debit Account) Information or Validation
 - c. Signed Monthly Remittance List
4. Additionally, an Excel file of the Monthly Remittance List must be sent on or before the same deadline to depeddavnor.provident@deped.gov.ph.
5. Any anticipated delays or failure to submit for the month, due to valid reasons (e.g., user-locked e-MDS), must be communicated in advance to the Division Cashier before the said deadline.
6. Immediate and wide dissemination of this memorandum is desired.

REYNALDO B. MELLORIDA CESO V
Schools Division Superintendent



osds/rmi

FN: Deadline for the IU's Monthly Provident Loan Remittance



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