



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025-0204

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

SUBJECT: SUBMISSION OF MONTHLY SERVICE FEE REPORT TO REGIONAL OFFICE

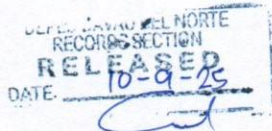
DATE: October 9, 2025

1. Service Fee (SF) collections benefit all DepEd employees, as SFs are one of the primary sources of the DepEd Provident Fund, pursuant to Section 7 of Administrative Order No. 279, s. 1992, which states:

“The primary source of the Fund herein authorized shall be the balance of the service fees paid by public and private agencies availing of procurement, payroll deduction, and other services rendered by the departments, bureaus, offices, and agencies concerned...”

2. In this regard, this Office reiterates that all implementing units are required to submit a monthly report on Service Fee collections. The following documents must be submitted to the Accounting Section, Regional Office XI:
 - a. Original or clear photocopy of Certification of Deposit from the Bureau of the Treasury (BTr)
 - b. Original Signed Journal Entry Voucher (JEV)
 - c. Copy of Bank-Validated Deposit Slip or LDDAP
 - d. Copy of Signed List of Deposited Collection (LDC)
3. The deadline for submission of the above report is **on the 20th day of the following month.**
4. For strict compliance.

REYNALDO B. MELLORIDA CESO V
Schools Division Superintendent



osds/rmi

FN: Submission of Monthly Service Fee Report to Regional Office



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