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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

DepEd Complex, Meralco Avenue, Pasig City, Philippines

DEPARTMENT OF EDUCATION
RECORDS DIVISION



2014 - NT19
Telefax : 631-9640
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Office of the Undersecretary
Finance and Administration

RELEASED
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RECEIVED

July 30, 2014

By: *[Signature]* AUG 07 2014

MEMORANDUM

To : Regional Directors
Schools Division Superintendents
Heads of Offices/Units/Schools
All Others Concerned

We are attaching herewith a letter from Land Bank of the Philippines (LBP), approving our request for a waiver on the submission of Affidavit of Loss for the replacement of Automated Teller Machine (ATM) cards of DepEd payroll accountees.

This means that any DepEd employee whose payroll account is maintained in LBP may request for a replacement of ATM card at his servicing branch, subject to applicable fees and charges. We hope that this revised policy will help discourage the practice of "pawning" of ATM cards, which is disallowed under the Department's APDS rules.

For your ready reference and guidance, attached is a letter dated March 27, 2014 from the LBP's First Vice President/Head, South NCR Branches Group, informing this Office that the waiver on submission of Affidavit of Loss for ATM card replacement for DepEd payroll accountees has been approved by the LBP management.

For immediate dissemination. Thank you.

[Signature]
FRANCISCO M. VARELA
Undersecretary

Received: Joseph
8/13/14
5071

2014-05-179



LAND BANK OF THE PHILIPPINES

ISO 14001 CERTIFIED

Official Depository of the Republic of the Philippines

March 27, 2014

DEPARTMENT OF EDUCATION
RECORDS DIVISION

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HON. FRANCISCO M. VARELA

Undersecretary
Finance and Administration
Department of Education
Pasig City

By:  Date: AUG 07 2014

Dear **Usec. Varela,**

Greetings from Land Bank of the Philippines!

We are pleased to inform you that your request for waiver on the submission of Affidavit of Loss for ATM card replacement for DepEd payroll accountees has been approved by Management, provided that they personally appear and submit valid identification requirements to their servicing branch.

Relative to this, we have advised our branches to adhere/comply with the said directive effective March 24, 2014.

Thank you and best regards.

Very truly yours,

MARILYN M. TIONGSON
First Vice President/Head
South NCR Branches Group

Conforme:

USEC. FRANCISCO M. VARELA