



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



10 November 2020

Regional Memorandum

**COMPOSITION OF AUTOMATIC PAYROLL DEDUCTION SYSTEM
(APDS) TASK FORCE.**

To **Schools Division Offices**
School Heads
All Others Concerned

1. Pursuant to the Department Order No. 18 s. 2018, otherwise known as the Revised Guideline on Accreditation/Re-Accreditation of Private Entities under the Automatic Payroll Deduction System (APDS) Program, A Regional APDS Task Force is hereby created to be composed of the following:

COMPOSITION:

Chairperson: **RUTH L. FUENTES**, Assistant Regional Director

Members:

ANN GERALYN T. PELIAS, Chief, Administrative Division
MARITES L. GLORIA, Chief, Finance Division
EDENIA O. LIBRANDA, Chief, Quality Assurance Division
MARIA SUSANA B. OLIVEROS, Head, Payroll Section
LEA M. VILLALOBOS, Head, Accounting Section
KELVIN P. MATIB, Special Investigator III, Legal Unit

2. The APDS Task Force shall have the following responsibilities/functions:
 - 2.1 Validate the existence of offices of entities during the application stage and as the need arises.
 - 2.2 Conduct spot-checking or monitoring activities of the compliance of entities.

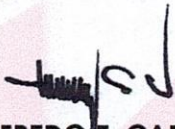
LO1-Memo APDS



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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- 2.3 Submit annual reports to the Undersecretary for Finance-DA on the compliance of the entity of the TCAA on or before the end of February of each year.
 - 2.4 Monitor the submission of annual documentary requirements of school-based cooperatives.
 - 2.5 Conduct investigations, fact-finding activities, meetings, and/or mediation activities if necessary to address issues raised by various stakeholders, and submit a corresponding report and/or recommendations to the Undersecretary for Finance-DA for centrally accredited entities and to the Regional Director for school-based cooperatives; and
 - 2.6 Other tasks as may be assigned by the Secretary or the Undersecretary for Finance-DA.
3. Please be guided accordingly.



WILFREDO E. CABRAL
Regional Director

legal/jlm