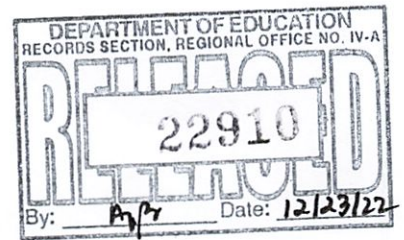




Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



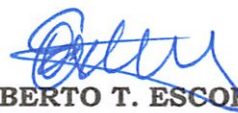
23 December 2022

**Regional Memorandum**  
**No. 818 s. 2022**

**SUBMISSION OF STATUS REPORT ON PROVIDENT  
FUND (PF) LOANING OPERATIONS FOR MULTI-  
PURPOSE AND ADDITIONAL LOANS FOR FY 2022**

To **Schools Division Superintendents**  
**Schools Division Accounting Staff**  
**All Others Concerned**

1. Attached is Memorandum OUF-2022-0711 dated December 14, 2022 on the submission of status report on Provident Fund loaning operations.
2. Attention is invited to paragraph 2 of said memorandum on the schedule of submission of status reports using the link: <https://bit.ly/3W6TnMC>.
3. For immediate dissemination and strict compliance.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director



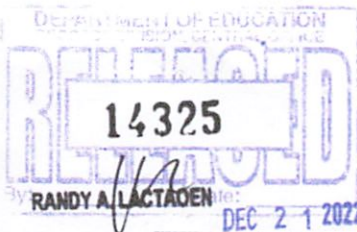
asd/agtp



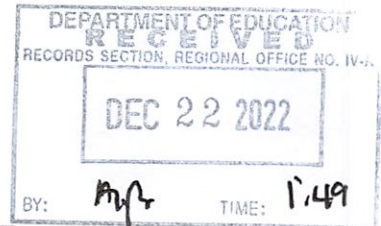
**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone Nos.:** 02-8682-5773/8684-4914/8647-7487  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph

Admin-RM-2022-818





Republic of the Philippines  
**Department of Education**



OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**  
**OUF-2022-0711**

**TO :** REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 REGIONAL PF BOARD OF TRUSTEES  
 CO ACCOUNTING DIVISION STAFF  
 CHIEFS OF ADMINISTRATIVE AND FINANCE DIVISIONS  
 REGIONAL AND SCHOOLS DIVISIONS ACCOUNTING STAFF  
 ALL OTHERS CONCERNED

**FROM :** *Annalyn M. Sevilla*  
**ANNALYN M. SEVILLA**  
 Undersecretary for Finance  
 Chairperson, Provident Fund (PF) National Board of Trustees (NBT)

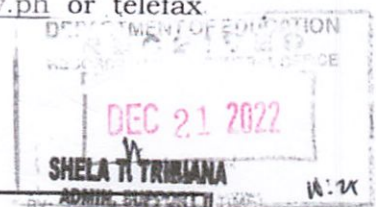
**SUBJECT :** SUBMISSION OF STATUS REPORT ON PROVIDENT FUND (PF)  
 LOANING OPERATIONS FOR MULTI-PURPOSE AND  
 ADDITIONAL LOANS FOR FY 2022

**DATE :** DECEMBER 14, 2022

1. The Regional and Schools Division Provident Fund (PF) Chapters, through the PF Secretariats or Accounting Sections/Units, are directed to provide the PF National Board of Trustees (NBT), through its Secretariat, the Employee Account Management Division (EAMD), the monthly status report of loaning operations on the Multi-Purpose and Additional Loans starting FY 2022 of each PF Chapter.
2. For monitoring purposes, all concerned shall accomplish, on the dates specified below, the report template per PF Chapter (Region and Schools Division), which they can download through this link: <https://bit.ly/3W6TnMC>.

Duration	Schedule of Submission
January 2022 to December 2022	On or before January 15, 2022
January 2023 and onwards	Every 15 <sup>th</sup> day of the following month

3. The Regional PF Board of Trustees must ensure compliance and submission of the said status report in the MS Excel matrix to the PF NBT Secretariat.
4. For inquiries, you may contact EAMD, at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) or telefax number (02) 8633-7248.
5. For immediate dissemination and compliance.





# SAMPLE TEMPLATE

DEPED PROVIDENT FUND (PF) PROGRAM  
STATUS OF LOANING OPERATION TO DEPED EMPLOYEES  
DEPED REGION I  
FY 2022

MONTH/PF CHAPTERS (ROP and Schools Division)	BEGINNING CASH BALANCE PER MONTH	Total No. of Employees based on Filled Plantilla Positions as of	MULTI-PURPOSE LOAN							ADDITIONAL LOAN					TOTAL MPL AND ADDITIONAL LOANS GRANTED TO DEPED EMPLOYEES						
			No. of Borrower s (Distinct)	No. of Loans Granted	Amount granted			Total Net Amount Released to	No. of Borrower s (Distinct)	No. of Loans Granted	Amount granted			Amount Released to	borrowers (Distinct Count)	No. of Loans	Amount			Total Net Amount Released	
					Principal	Interest	Total				Principal	Interest	Total				Principal	Interest	Total		
JANUARY 2022																					
1 ROP							0.00						0.00						0.00	0.00	
2 ALAMINOS CITY							0.00						0.00						0.00	0.00	
3 BATAK CITY							0.00						0.00						0.00	0.00	
4 CANDON CITY							0.00						0.00						0.00	0.00	
5 DAGUPAN CITY							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
TOTAL - JANUARY 2022	0.00	0	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	
TOTAL - FEBRUARY 2022	0.00	0																			
TOTAL - MARCH 2022	0.00	0																			
TOTAL - APRIL 2022	0.00	0																			
TOTAL - MAY 2022	0.00	0																			
TOTAL - JUNE 2022	0.00	0																			
TOTAL - JULY 2022	0.00	0																			
TOTAL - AUGUST 2022	0.00	0																			
TOTAL - SEPTEMBER 2022	0.00	0																			
TOTAL - OCTOBER 2022	0.00	0																			
TOTAL - NOVEMBER 2022	0.00	0																			
DECEMBER 2022																					
1 ROP							0.00						0.00						0.00	0.00	
2 ALAMINOS CITY							0.00						0.00						0.00	0.00	
3 BATAK CITY							0.00						0.00						0.00	0.00	
4 CANDON CITY							0.00						0.00						0.00	0.00	
5 DAGUPAN CITY							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
x							0.00						0.00						0.00	0.00	
TOTAL - DECEMBER 2022	0.00	0	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	
SUMMARY																					
1 ROP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2 ALAMINOS CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 BATAK CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 CANDON CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5 DAGUPAN CITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
x	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
TOTAL	0.00	0	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	0	0	0.00	0.00	0.00	0.00	

DESIGNATED EMPLOYEE RESPONSIBLE FOR ACCOMPLISHING THIS REPORT:

PF CHAPTERS (ROP and Schools Division)	FOCAL PERSON	DESIGNATION/OFFICE	E-MAIL ADDRESS (____.deped.gov.ph)	CONTACT NUMBER
1 ROP				
2 ALAMINOS CITY				
3 BATAK CITY				
4 CANDON CITY				
5 DAGUPAN CITY				
x				
x				
x				

## SAMPLE TEMPLATE

[illegible]

## SAMPLE TEMPLATE

### OTHER CASH DISBURSEMENTS

	Services rendered beyond 8 hours	Transportation	Office supplies and materials	Meals and Snacks	Seminar/Training workshops	Honorarium of resource speakers/consultant	Semi-expendable expenses	Office equipment	NCA / Fund Transfer	Others (Please specify)		TOTAL
										Particular	Amount	
JANUARY 2022												
1 ROP												0.00
2 ALAMINOS CITY												0.00
3 BATAK CITY												0.00
4 CANDON CITY												0.00
5 DAGUPAN CITY												0.00
x												0.00
x												0.00
x												0.00
TOTAL - JANUARY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL - FEBRUARY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00
TOTAL - MARCH 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - APRIL 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - MAY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - JUNE 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - JULY 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - AUGUST 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - SEPTEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - OCTOBER 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
TOTAL - NOVEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
DECEMBER 2022												
1 ROP												0.00
2 ALAMINOS CITY												0.00
3 BATAK CITY												0.00
4 CANDON CITY												0.00
5 DAGUPAN CITY												0.00
x												0.00
x												0.00
x												0.00
TOTAL - DECEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

# SAMPLE TEMPLATE

## OTHER CASH RECEIPTS

	Bank Interest Income	Stale Checks	NCA / Fund Transfer	Others		TOTAL
				Particular	Amount	
JANUARY 2022						
1 ROP						0.00
2 ALAMINOS CITY						0.00
3 BATAC CITY						0.00
4 CANDON CITY						0.00
5 DAGUPAN CITY						0.00
x						0.00
x						0.00
x						0.00
TOTAL - JANUARY 2022	0.00	0.00	0.00		0.00	0.00
TOTAL - FEBRUARY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MARCH 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - APRIL 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - MAY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - JUNE 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - JULY 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - AUGUST 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - SEPTEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - OCTOBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL - NOVEMBER 2022	0.00	0.00	0.00	0.00	0.00	0.00
DECEMBER 2022						
1 ROP						0.00
2 ALAMINOS CITY						0.00
3 BATAC CITY						0.00
4 CANDON CITY						0.00
5 DAGUPAN CITY						0.00
x						0.00
x						0.00
x						0.00
TOTAL - DECEMBER 2022	0.00	0.00	0.00		0.00	0.00