




Republic of the Philippines
Department of Education
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

004386



DEPARTMENT OF EDUCATION
RECEIVED
 RECORDS SECTION REGIONAL OFFICE NO. VIII

JUN 14 2021

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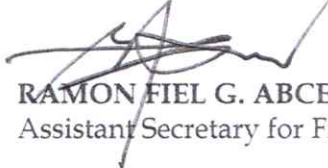
MEMORANDUM
 OUF-2021-0392

TO : REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENTS
 SCHOOL HEADS OF IMPLEMENTING UNIT-
 SECONDARY SCHOOLS

14 JUN 2021	THE DIRECTOR IV	Signature
Date and Time Received	1:27	
Date and Time Released	3:40	

ATTENTION : REGIONAL APDS TASK FORCES

FROM : 
 ANNALYN M. SEVILLA
 Undersecretary for Finance


 RAMON FIEL G. ABCEDE
 Assistant Secretary for Finance

SUBJECT : IMPLEMENTATION OF DEPED ORDER NO. 20, S. 2021, DATED
 MAY 27, 2021, TITLED "ENHANCED GUIDELINES ON
 ACCREDITATION/RE-ACCREDITATION OF PRIVATE ENTITIES
 UNDER THE AUTOMATIC PAYROLL DEDUCTION SYSTEM
 PROGRAM"

DATE : June 3, 2021

1. Attached is a copy of DepEd Order No. 20, s. 2021, duly signed by Secretary Leonor Magtolis Briones on May 27, 2021.
2. Among the salient features of the enhanced guidelines are as follows:
 - a. **Five-year Validity of APDS Accreditation/Re-accreditation**
 All applications of private entities for accreditation/re-accreditation found in order shall be issued the Terms and Conditions of the APDS Accreditation (TCAA) with a validity period until **December 31, 2025**.
 - b. **Loans and Insurance/Membership via Online Process**
 Private entities accredited/re-accredited under the APDS Program may process loan applications and insurance transactions and submit their billing statements online. Any interested entity may submit a letter of intent addressed to the Undersecretary for Finance.

*RD guide
 6-14-21*

All applications shall be evaluated and if found compliant with the requirements, shall be recommended by the Central Office (CO) APDS Task Force for approval by the Undersecretary for Finance.

c. **Region-wide application of online facility**

An APDS-accredited/re-accredited private entity with an office within a region and an online transaction facility enrolled in the APDS and accessible to all areas of the same region may be authorized to use the APDS in the entire region. Such entity shall no longer be required to have an office in every province in that region.

d. **Regional Offices (RO) may now accept and approve applications for accreditation/re-accreditation of region-based cooperatives.**

Applications from cooperatives, with a coverage of only one (1) region, including those previously accredited in the CO, shall be processed and approved at the appropriate RO. The accreditation/re-accreditation criteria, including the documentary requirements, are specified in Part VI (A and B) of Enclosure 1 of the attached DO.

e. **APDS accredited/re-accredited entities may accept loan applications only from DepEd officials and personnel who have served at least six (6) months in DepEd and are in the regular payroll with an issued employee number.**

3. Schedule of acceptance and processing of applications for accreditation/re-accreditation under the APDS Program shall be as follows:

Particulars	Schedule of Acceptance	Schedule of Processing
For Re-accreditation	Until June 30, 2021	Until July 31, 2021
For Accreditation	Until July 31, 2021	Until August 31, 2021

4. Private entities aspiring to participate in the APDS Program must submit the complete set of documentary requirements to these offices (paragraph 35 of Enclosure 1 of DO No. 20):

a. **CO** - applications shall be addressed to the above-signed, through the Employee Account Management Division which, acts as the APDS Secretariat:

- a.1 Non-stock Savings and Loans Associations and Mutual Benefit Associations operating under existing laws, and cooperatives which are managed by and/or for the benefit of government employees.
- a.2 Associations or Provident Funds organized and managed by government employees for their benefit and welfare;
- a.3 Licensed insurance companies; and
- a.4 Thrift banks or rural banks accredited by the BSP.

b. **RO** - for DepEd personnel cooperatives whose composition of incorporators and members include retired, resigned, and active/current DepEd officials and employees, and whose operations are limited to only one (1) region.

MS

- c. Cooperatives whose operations are limited only in one (1) region with previous accreditation at the CO may still submit the complete documents for re-accreditation to the said office for evaluation.

5. Regional APDS Task Forces shall comprise seven (7) members holding DepEd plantilla positions, as shown below. The Regional Director shall issue an Office Order designating the Task Force members and submit the same to the Undersecretary for Finance and the APDS Secretariat, on or before June 30, 2021. The members of the Regional APDS TF are as follows:

- Chairperson : Regional Director or Assistant Regional Director
Members : a. Chief Administrative Officer, Administrative Division
b. Chief Administrative Officer, Finance Division
c. Supervising Administrative Officer, Finance Division
d. Head of Accounting Unit, Finance Division
e. Head, Personnel Section or Payroll Services Unit, Administrative Division
f. One (1) representative from the Legal Unit, preferably holding an Attorney position

6. For applications of Cooperatives evaluated by the RO, the Regional Director shall send a written request for the assignment of the APDS Codes (and Sub-Codes, if applicable) to the Undersecretary for Finance, through the APDS Secretariat.

7. All interested applicants for accreditation/re-accreditation shall abide by the APDS rules specified in DO No. 20, s. 2021, including, among others, the compliance with the verification process of the resulting Monthly Net Take Home Pay of DepEd personnel, the ceiling on interest and other loan charges, and the terms of repayments of loans which is up to three (3) years only.

8. For any clarifications/inquiries or necessary assistance, all concerned may communicate with the APDS Secretariat at telephone numbers (02) 6337248 and (02) 86388640, or email address fs.eamd@deped.gov.ph.

9. For guidance and compliance of all concerned.





Republic of the Philippines
Department of Education

27 MAY 2021

DepEd ORDER
No. 020, s. 2021

**ENHANCED GUIDELINES ON ACCREDITATION/RE-ACCREDITATION
OF PRIVATE ENTITIES UNDER THE AUTOMATIC PAYROLL
DEDUCTION SYSTEM PROGRAM**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. For information and guidance of all concerned, the Department of Education (DepEd) issues the enclosed **Enhanced Guidelines on Accreditation/Re-Accreditation of Private Entities under the Automatic Payroll Deduction System (APDS) Program**.
2. DepEd shall regulate the use of its APDS to facilitate and ensure orderly implementation of salary deductions authorized by law, adherence to legal limitations on salary deductions, and protection and promotion of the welfare of all teachers and employees, by addressing the issues and concerns both from internal and external stakeholders and limiting the disputes regarding issues related to salary deductions.
3. These revised guidelines shall apply to the following:
 - a. Private entities authorized under existing laws to be paid through salary deductions and applying to participate in the APDS at the national, regional, schools division, and school levels; and
 - b. All DepEd officials and employees who are in actual service at the central, regional and schools division offices, including schools.
4. DepEd Order No. 18, s. 2018 titled *Revised Guidelines on Accreditation/Re-Accreditation of Private Entities under the Automatic Payroll Deduction System (APDS) Program*, and all earlier DepEd issuances on the same subject are repealed. All other rules, regulations, and issuances, which are inconsistent with these guidelines are repealed or modified accordingly.
5. These guidelines shall take effect upon posting on the DepEd website, and in Official Gazette and/or two newspapers of general circulation, and must be registered at the Office of the National Administrative Register (ONAR), College of Law, University of the Philippines, Diliman, Quezon City.

6. For more information, please contact the **Employee Account Management Division**, the APDS Secretariat, 2nd Floor, Teodoro Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at fs.eamd@deped.gov.ph or at telephone number (02) 8633-7248.

7. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:
As stated



Reference:
DepEd Order (No. 18, s. 2018)

To be indicated in the Perpetual Index
under the following subjects:

ACCREDITATION
CHANGE
DEDUCTIONS
EMPLOYEES
OFFICIALS
PAYMENTS
POLICY
SALARY
TEACHERS