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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 11, 2022


REGIONAL MEMORANDUM

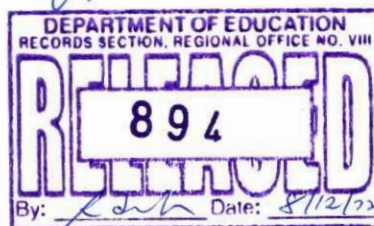
No. **894**, s. 2022

INPUTS ON THE DRAFT TRANSFER FORM TEMPLATE

To: Schools Division Superintendents
All Others Concerned

1. Attached is Memorandum OUF-2022-0396 August 2, 2022 with the subject: **Inputs on the Draft Transfer Form Template.**
2. The Schools Division Superintendents through the Provident Fund Board are requested to provide inputs on the attached template for the Transfer of Provident Fund Accounts to Another Work Station and submit the same on or before August 12, 2022 to the EAMD at telefax number (02) 8633-7248 or via email at **co.provident@deped.gov.ph** and **fs.eamd@deped.gov.ph** copy furnished **personnel.region8@deped.gov.ph**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
 Regional Director



Enclosure: As stated
 Reference: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

PROVIDENT TRANSFER TEMPLATE

AD-PS-EDR





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

RECEIVED PERSONNEL SECTION
 DATE 8/10/22 10:37am
 SIGNATURE [Signature] 8/8/22 - 6768
 REGIONAL OFFICE NO. [Blank]

MEMORANDUM
 OUF-2022-0396

TO : ALL REGIONAL PROVIDENT FUND (PF) CHAPTERS
 DEPARTMENT CHIEF ACCOUNTANT

ATTENTION : REGIONAL PF SECRETARIATS
 REGIONAL CHIEFS OF FINANCE DIVISION
 REGIONAL ACCOUNTANTS IN-CHARGE OF PF
 ACCOUNTANT IN-CHARGE OF PF, CENTRAL OFFICE

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

SUBJECT : INPUTS ON THE DRAFT TRANSFER FORM TEMPLATE

DATE : AUGUST 2, 2022

09 AUG 2022 12:53
 09 AUG 2022 3:50
 Signature [Signature]
 Signature [Signature]

This pertains to the transfer of PF loan records of DepEd borrowers from one work station to another as recommended during the Consultation Meeting and Updates on the PF Program on June 21, 2022 held in Iloilo City.

In this regard, attached is a copy of the draft Transfer Form template prepared by the Employee Account Management Division (EAMD), the PF National Board of Trustees' Secretariat, for your review, comments and/or recommendations. Please send your inputs, if any, on or before August 12, 2022 to the EAMD at telefax number (02) 8633-7248 or via email at co.provident@deped.gov.ph and fs.eamd@deped.gov.ph.

For compliance.

Thank you.

eamd/nmsq

*OK email
 8/4/22*



Republic of the Philippines
Department of Education

PROVIDENT FUND

PF Transfer Form

TRANSFER OF PROVIDENT FUND ACCOUNTS TO ANOTHER WORK STATION

I. TO BE ACCOMPLISHED BY THE REQUESTING DEPED PERSONNEL

Name : _____ Date : _____
Position Title : _____ Employee Number : _____

WORK STATION

Particulars	From	To
Region		
Schools Division		
School/Office Assignment		

I hereby authorize the Provident Fund (PF) Secretariat and Accounting Unit where I obtained my PF loan/s to disclose and transfer its loan records to my new work station as mentioned above.

Printed Name of employee and Signature

II. TO BE FILLED UP BY THE ORIGINATING WORK STATION

This is to certify that the above-stated DepEd employee has outstanding PF loan/s to be closed in the books of accounts of this office, subject to confirmation of the recipient office.

Type of PF Loan	Amount of Principal Loan	Date Granted	Outstanding Principal Balance*	Interest in Arrears, if any	Monthly Amortization	Duration of Payroll Deductions (Start and End)
Multi-Purpose Loan						
Additional Loan						
TOTAL						

* - Statement/s of Account attached, for ready reference.

CERTIFIED BY:
Accounting Division/Unit

NOTED BY:
Head of PF Secretariat

Printed Name and Signature
Designation

Printed Name and Signature
Designation

III. TO BE FILLED UP BY THE NEW WORK STATION

This is to certify that this office has accepted the transfer of the PF loan accounts of the above-stated DepEd employee, as specified under Part II of this PF Transfer Form, and recorded the corresponding Journal Entry Voucher/s in the books of accounts for the purpose.

Type of PF Loan	Amount of Principal Loan	Date Granted	Outstanding Principal Balance	Interest in Arrears, if any	Monthly Amortization	Duration of Payroll Deductions (Start and End)*	Journal Entry Voucher No.
Multi-Purpose Loan							
Additional Loan							
TOTAL							

* - Start and end term of collections in the new work station

PREPARED BY:
Accounting Division/Unit

NOTED BY:
Head of PF Secretariat

Printed Name and Signature
Designation

Printed Name and Signature
Designation

REMINDER: Please accomplish the PF Transfer Form in two (2) original copies and return the accomplished PF Transfer Form officially to the originating work station, for purposes of issuance of Clearance on PF accountability of the concerned DepEd employee.