

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

May 8, 2023

OFFICE MEMORANDUM

AD-2023- 283

RECONSTITUTION OF THE REGIONAL AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) TASK FORCE

To:

Assistant Regional Director Regional Chief of Divisions Section/Unit Heads All Others Concerned

1. Due to reassignment of third level officials and pursuant to DepEd Order No. 20, s. 2021 Enhanced Guidelines on Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System Program, the Regional Automatic Payroll Deduction System (APDS) Task Force is hereby reconstituted as follows:

Chairperson	Dr. RONELO AL K. FIRMO, CESO V Assistant Regional Director
Members	Dr. ALEJANDRITO L. YMAN Chief, Administrative Division
	Ms. ALMA E. SUYOM Chief, Finance Division
	Ms. GLADYS J. FABILLO Supervising Administrative Officer, Finance Division
	Ms. FE M. GERONA Head of Accounting Unit, Finance Division
	EVA D. ROSALES Head, Personnel Section/Payroll Services
	ATTY. ELEANOR C. CALUMPIANO Attorney IV, Legal Unit

- 2. The APDS Task Force shall have the following responsibilities:
 - 2.1 Validate the existence of offices of entities during the application stage and as the need arises. To expedite the validation, the services of the Schools Division Office located near the entity's office or branch is located, may be tapped, provided, the Validation Report shall be supported with proof of existence of office like pictures of the office and



Address: Government Center, Candahug, Palo, Leyte

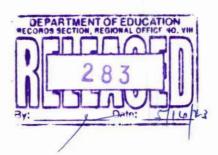
Telephone Nos.: (053) 832-5738 Email Address: region8@deped.gov.ph Website: https://region8.deped.gov.ph

- its staff and the report is signed by the members of the Regional APDS Task Force;
- 2.2Conduct spot-checking or monitoring activities of the compliance of entities;
- 2.3 Submit annual reports to the Undersecretary for Finance on the compliance of the entity of the TCAA on or before the end of February of each year;
- 2.4Monitor the submission of annual documentary requirements of school-based cooperatives;
- 2.5Monitored compliance of the designated DepEd Verifiers, Authorized Agency Officers for GSIS loans and the Pag-Ibig Loan Endorsers, with regard to the requirements as stipulated in the General Provision of the annual GAA on the resulting Net Take Home Pay of DepEd borrowers when applying for loans under the APDS;
- 2.6 Conduct investigations, fact-finding activities, meetings, and/or mediation activities as necessary to address issues raised by various stakeholders, and submit a corresponding report and/or recommendations to the Undersecretary for Finance for centrally accredited entities and to the Regional Director for school-based cooperatives; and,
- 2.7 Other tasks as may be assigned by the Secretary or the Undersecretary for Finance.
- 3. Please be guided accordingly.

EVELYN R. FETALVERO, CESO IV

A Regional Director

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph Website: https://region8.deped.gov.ph