



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

January 9, 2024

REGIONAL MEMORANDUM

No. **31**, s. 2024

**ADVISORY TO ALL THE HEADS OF DEPED IMPLEMENTING
UNIT SECONDARY SCHOOLS**

To: Schools Division Superintendents
Heads of Implementing Unit Secondary Schools
All Others Concerned

- Attached is an Advisory dated December 12, 2023 from Atty. Michael Wesley T. Poa, Undersecretary and Chief of Staff, Officer-in-Charge, Officer of the Undersecretary for Finance, reminding the Head of the DepEd Implementing Unit Secondary Schools on the provisions of DepEd Order No. 20, s. 2021, particularly on the prohibition of the Lender/Accredited Entity from entering into any contract or agreement with DepEd offices other than Central/Regional Office concerning salary loans, insurance premiums, and/or membership dues/contributions under Automatic Payroll Deduction System (APDS).
- 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:

ADVISORY
APDS

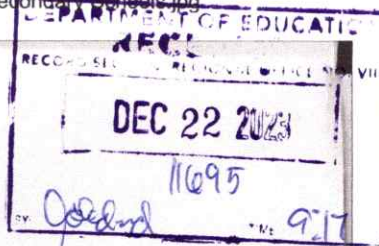
IMPLEMENTING UNITS
PROHIBITION

AD-PS-EDR

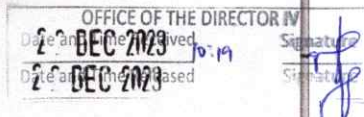




Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE



December 12, 2023



ADVISORY

To all Heads of DepEd Implementing Unit Secondary Schools

This office has received complaints indicating that certain private entities already accredited under the Department's Automatic Payroll Deduction System (APDS) Program are still being compelled by various implementing unit secondary schools to enter into a distinct Memorandum of Agreement (MOA) for the settlement of financial obligations to be incorporated in their payroll and be deducted from the salaries of DepEd personnel.

In accordance with DepEd Order No. 20, s. 2021, the Lender/Accredited Entity is prohibited from entering into any contract or agreement with DepEd offices other than the Central/Regional Office concerning salary loans, insurance premiums, and/or membership dues/contributions under APDS.

This serves as a reminder to all implementing unit secondary schools that entities accredited under the Department's APDS Program have the authority to offer services and products to all DepEd officials and employees in the Central, Regional, and Schools Division Offices, **including schools**. The deductions to be included by the implementing unit secondary schools should also adhere to the provisions of net take-home pay verification.

Furthermore, remittances due to private entities for the collection of loans, insurance premia and/or memberships of DepEd personnel shall have corresponding service fees to be deducted from the amount of the total remittance and deposited to the Bureau of Treasury in favor of the Provident Fund.

The list of accredited entities under the APDS and their corresponding service fees may be viewed at: <https://bit.ly/APDS-List-for-IUs>.

For strict compliance.

Atty. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff
Officer-in-Charge, Office of the
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