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

August 12, 2025

**OFFICE MEMORANDUM**  
AD-2025- **405** = - \*

**UPDATED COMPOSITION 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. In view of the designation of the Chairperson as OIC-Regional Director 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 composition of the Regional Automatic Payroll Deduction System (APDS) Task Force is hereby updated as follows:

Chairperson	<b>Ms. ALMA E. SUYOM</b> Chief, Finance Division
Vice-Chairperson	<b>Dr. ROSEMARIE M. GUINO</b> Chief, Administrative Division
Members	<b>Ms. GLADYS J. FABILLO</b> Supervising Administrative Officer, Finance Division  <b>Ms. FE M. GERONA</b> Head of Accounting Unit, Finance Division  <b>EVA D. ROSALES</b> Head, Personnel Section/Payroll Services  <b>ATTY. ELEANOR C. CALUMPIANO</b> Attorney IV, Legal Unit

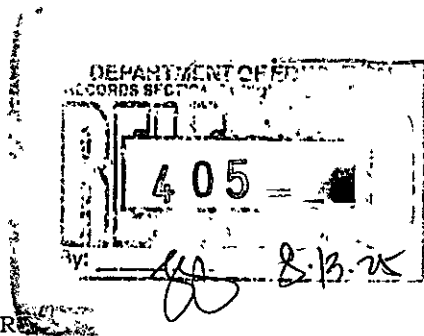
2. The APDS Task Force shall have the following responsibilities:
- 2.1 Validate the existence of offices of entities during the application stage and as the need arises. To expedite the validation, the services of the Schools Division Office located near the entity's office or branch is located, may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



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- 2.2 Conduct 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;
  - 2.4 Monitor the submission of annual documentary requirements of school-based cooperatives;
  - 2.5 Monitored 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.



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**RONEL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director