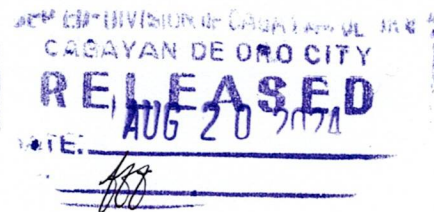




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



14 August 2024

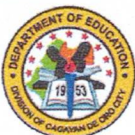
DIVISION MEMORANDUM
No. 601 s.2024

RECONSTITUTION OF DIVISION PROVIDENT FUND SECRETARIAT

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary Public School Heads and Principals
CID and SGOD Personnel
All Others Concerned

1. Pursuant to DepEd issuances on Provident Loan, the composition of the Division Provident Fund (PF) Secretariat shall be constituted as follows:

Designation	Name	Duties and Functions
Chairperson	Roy Angelo E. Gazo Schools Division Superintendent	Approve/disapprove Provident Fund loan applications
Head, Schools Division PF Board Secretariat	Audie S. Borres Asst. Schools Division Superintendent	Recommends for approval/disapproval of Provident Fund loan application and supervises the process flow
Members	Atty. Laurence Edgardo A. Del Puerto, Attorney III	Verifies as to the pendency or non-pendency of administrative cases of the borrower
	Arnel A. Calubag, Accountant III	Review and verify the loan computation of the borrower and provides the financial data under the general ledger maintaining per account and fund cluster in the books of accounts of the Division
	Risa Bea Socorro M. Borres, AO V – Admin.	Monitors the eligibility of the borrower as to employment status, leave of absence without pay of the



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

		borrower and other relevant attachments thereto
	Mary Katherine P. Palamine, ADAS II	Receives and processes the loan application and signify as to the completeness of the requirements attached

2. For information and guidance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: As stated

Reference: DepEd Orders 003, s. 2022, DO 37 s. 2018, DO 52 s. 2017, DO 36 s. 2007 and DO 12 s. 2004

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

PROVIDENT

RBSMB / DM – constitution of provident secretariat

