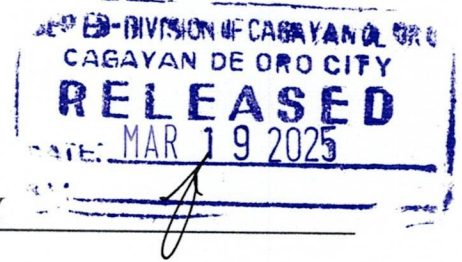




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

18 Mar 2025

DIVISION MEMORANDUM
No. 261 s.2025

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	Approves or disapproves Provident Fund loan applications
Head, Schools Division Provident Fund Board Secretariat	Audie S. Borres, Asst. Schools Division Superintendent	Recommends approval or disapproval of Provident Fund loan applications and supervises the process flow
Members	Atty. Laurence Edgardo A. Del Puerto, Attorney III	Verifies that the borrower has no pending administrative or civil case based on records on file with DepEd
	Arnel A. Calubag, Accountant III	Process 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



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

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	Risa Bea Socorro M. Borres, Administrative Officer V	Certifies the borrower's credibility and accuracy of provided information based on employment status, leave status, net take-home pay compliance
	Rubie Mae R. Sadicon, Administrative Officer II	Verifies the eligibility of the borrower by checking the borrower's outstanding balance, net take-home pay, and determining if the percentage of the paid principal qualifies for loan renewal
	Mary Katherine P. Palamine, Administrative Assistant II	Receives and processes the loan application and signify as to the completeness of the requirements attached

2. For information and guidance.

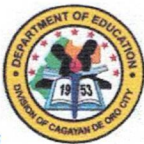
ROY ANGELO E. GAZO
Schools Division Superintendent

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



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