



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF ABRA**

**RELEASED**  
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June 10, 2022

DIVISION MEMORANDUM

No. 174 s. 2022

**COMPOSITION OF SCHOOLS DIVISION PROVIDENT FUND SECRETARIAT**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

1. In compliance to Sec. IV 3 of the Revised Implementing Guidelines for the DepEd Fund (Enclosure to DepEd Order No. 12 s. 2004), and Regional Memorandum No. 270, s. 2022, the Schools Division Provident Fund Secretariat shall be composed as follows:

Chairperson:	Benilda M. Daytaca EdD, CESO V Schools Division Superintendent
Members:	Janet B. Pascua Administrative Officer V  Celia S. Bolante Accountant III  Gemma B. Cabutaje Administrative Officer IV (Personnel)  Atty. Aileen Joy C. Fuentes OIC, Office of the Legal Officer

2. The functions of the Secretariat are the following:

- a. Implement the policies, rules and regulations promulgated by the Board.
- b. Approve loans as delegated by the Board.



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- c. Serve as "think tank" of the Board, conceptualizing and developing projects to be funded by the Fund for approval by the Board.
- d. Supervise the lending operations of the Fund with authority to suspend the privileges granted by the Fund in accordance with the rules and regulations promulgated by the Board.
- e. Subject to the resolution of the Board of Trustees, to execute all contracts, agreements, deeds, bonds, mortgage, and other obligations in the name of the Fund.
- f. Prepare and submit a budget for the administration of the Fund, as well as a list of the necessary personnel and the equivalent compensation.
- g. Coordinate and keep records of the remittances, collections and financial transactions of the Fund.
- h. Authorize the receipts and disbursements of funds pursuant to the resolution and orders of the Board and to require receipts, vouchers, invoices, and other documents necessary for proper accounting.
- i. Prepare status report of operations on a monthly/quarterly basis and coordinate with the Accounting Division for the preparation of the Fund's financial reports.
- j. Perform other function as may be assigned by the Board.

5. Please be guided accordingly.

  
**BENILDA M. DAYTACA EdD, CESO V**  
Schools Division Superintendent

Reference: Deped Order No. 12, s. 2004  
RM No. 270, s. 2022

JPascau-CNSDS-ADMIN



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