



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

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RELEASED
03 AUG 2023
DEPED-ABRA TIME 2:57

August 02, 2023

DIVISION MEMORANDUM
No. 302 s. 2023

RECONSTITUTION 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: Amador D. Garcia Sr. PhD, CESO VI
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.
 - 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.



Address: Actividad-Economia St., Zone 2 (Consiliman), Bangued, Abra
Telephone Nos.: (074) 614-6918
Email Address: abra@deped.gov.ph
Website: <http://www.depedabra.com>



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- 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.
3. Please be guided accordingly.


AMADOR D. GARCIA SR. PhD, CESO VI
Schools Division Superintendent



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