



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 187

To : ALL CONCERNED PERSONNEL

Subject : **RECONSTITUTION OF PROVIDENT FUND SCHOOLS DIVISION BOARD SECRETARIATS per DepEd Order no. 12, s.2004 and DepEd Order No. 37, s. 2018**

Date : JUNE 11, 2025

1. Pursuant to par. I (d) of the DepEd Order No. 37, s. 2018, the Schools Division of Digos City- Provident Division Secretariat is hereby reconstituted composed of the following:

Chairperson : **MELANIE P. ESTACIO, Ph.D, CESO VI**
Schools Division Superintendent

Vice-Chairperson : **MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**
Assistant Schools Division Superintendent

Members : **FRANCIS JUDE D. ALCOMENDRAS**
Administrative Officer V

ATTY. CLARISSE JOY C. ARNAEZ-LLABAN
Attorney III

MA. FLORINEL G. GALLARDO
Accountant III

ROSARIO DIAMANTE
Administrative Officer IV

Secretariat Head : **FRANCIS JUDE D. ALCOMENDRAS**
Administrative Officer V



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

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www.depdedigoscity.org | digos.city@depded.gov.ph

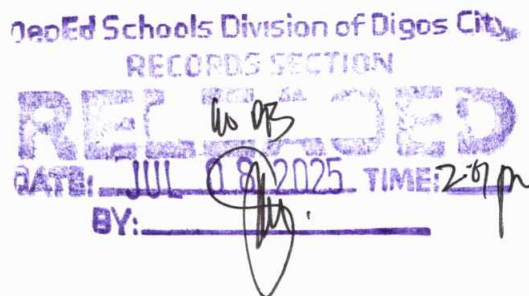
Secretariat
Members

: **MICHELLE D. DE GUIA**
Administrative Assistant III

GUY R. MARA-ASIN
Administrative Officer II

2. The Schools Division Secretariat shall perform the responsibilities as provided by par. V,2(e) of the said DepEd Order No. 12, s. 2004 and other succeeding Orders.
3. The Secretariat of the Schools Division shall likewise perform the functions enumerated in par. VII and VIII of the DepEd Order No. 12, s. 2004.
4. For information and guidance of all concerned.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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SECRETARIAT'S ASSESSMENT/EVALUATION

A. Documents Submitted: (Two copies of each)

- ☐ Loan Application Form (LAF)
- ☐ Latest copy of pay slip-Borrower (1 original - 1 certified xerox)
- ☐ Latest copy of pay slip-Co-maker (2 copies certified xerox)
- ☐ Photocopy of DepEd ID (Borrower and Co-maker - 2 copies)
- ☐ Approved Appointment (for FIRST TIME borrowers and Co-terminus employees only)
- ☐ Document showing proof that the co-terminus employee has rendered at least 2 years service in DepEd, e.g. Notarized Contract of Service
- ☐ Others (specify): _____
- ☐ Additional documents for Additional Loan:
- ☐ Letter request
- ☐ Hospitalization/Medical Expenses
- ☐ Medical Abstract/Certificate/Prescription/Diagnosis
- ☐ Barangay/LGU Certificate/resolution declaring the borrower's place under State of Calamity

Reviewed by:

GUY R. MARA-ASIN
Administrative Officer II

Date:

B. Completeness and Veracity of Submitted Documents:

- ☐ Signed and completely filled out LAF
- ☐ Complete Supporting Documents for type of loan applied for
- ☐ Signature of LAF are by authorized signatories

Reviewed by:

FRANCIS JUDE D. ALCOMENDRAS
Administrative Officer V

Date:

C. Eligibility of the Borrower and Co-Maker

- ☐ Borrower will not reach the mandatory age retirement on or before the maturity of his/her loan.
- ☐ Co-maker will not reach the mandatory age retirement on or before the maturity of his/her loan.
- ☐ Borrower has Outstanding PF Loan Balance:
- ☐ Current Loan Balance Amount: PhP _____
- ☐ Past-Due Loans Amount: PhP _____
- ☐ No. of Years/Months Past-Due Year/s: _____ Month/s: _____
- ☐ Borrower's Net Take-Home Pay after deduction of monthly amortization of the loan being applied for is equal to or higher than the required threshold for the current year.
- ☐ For renewal of loans: Borrower has paid at least 30% of the principal of the existing loan.
- Percentage of principal paid: _____

Age: _____

Age: _____

Reviewed by:

MA. FLORINEL G. GALLARDO
Accountant I

Date:

D. Computation of Loan:

PRINCIPAL: () _____ PhP _____

INTEREST: _____

From _____ To _____

(PhP _____ x _____ mos.) _____

TOTAL _____

LESS: PAYMENTS _____

PREVIOUS UNPAID P.L. BALANCE _____ PhP _____

Amount of Loan Applied for: _____

Balance on Previous: _____

Net Proceeds: _____

Amt. of Monthly Amortization: _____

Amortization Schedule: _____

Net Take Home Pay after Deduction _____ PhP _____

Monthly Amortization _____ PhP _____

Period of Loan (mm/yy-mm/yy) _____

PhP _____

PhP _____

Processed by:

MICHELLE D. DE GUIA

Administrative Assistant III

Signature over Printed Name

(PF Secretariat)

Date Processed: _____

Remarks:

Reviewed by:

FRANCIS JUDE D. ALCOMENDRAS

Administrative Officer V

Signature over Printed Name

(Head, PF Secretariat)

ACTION TAKEN

Recommending Approval:

FRANCIS JUDE D. ALCOMENDRAS

Administrative Officer V

Head, PF Secretariat

Signature over Printed Name

Date: _____

☐ Approved☐ Disapproved

MELANIE P. ESTACIO, Ph.D, CESO VI

Schools Division Superintendent

Chairperson of the Board

Signature over Printed Name

Date: _____

AMORTIZATION SCHEDULE

Amount of Loan	12 months	24 months	36 months	48 months	60 months
() PhP 5,000.00	PhP 430.33	PhP 221.60			
() 8,000.00	688.53	354.56			
() 10,000.00	860.66	443.21			
() 15,000.00	1,291.00	955.42			
() 20,000.00		886.41	PhP 608.44	PhP 469.70	PhP 386.66
() 25,000.00		1,108.02	760.55	587.13	483.32
() 30,000.00		1,329.62	912.66	704.55	579.98
() 40,000.00		1,772.82	1,216.88	939.40	773.21
() 50,000.00		2,216.03	1,521.10	1,174.25	966.64

Authorization for Salary Deduction

Personnel Services Unit
DepEd, ROXI, Davao City

I hereby authorize the deduction of _____ PESOS (P _____)

from my salary for _____ months, starting in _____, 20____ to _____, 20____ or until my total outstanding loan of _____ PESOS (P _____) has been fully paid. Amount deducted shall be credited to the account of the DepEd Provident Fund as receivables on the said loans.

Employee No. _____ Designation/Position: _____

Status: () Permanent () Casual

() PSU Elem () PSU Sec () Implementing Unit

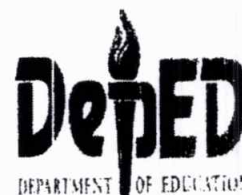
Signature over Printed Name

District: _____ Station Code _____

School: _____



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



Tanggapan ng Kalihim
Office of the Secretary

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Website: <http://www.deped.gov.ph>

DepED ORDER
No. **12**, s. 2004

FEB 24 2004

REVISED IMPLEMENTING GUIDELINES FOR THE DEPED PROVIDENT FUND

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units
All Others Concerned

1. In order to make the DepED Provident Fund more relevant in addressing the needs and demands of DepED officials and employees, this Office issues the enclosed revised implementing guidelines pursuant to Resolution No. 5, s. 2003 approved by the Provident Fund National Board of Trustees.
2. The revised implementing guidelines are based on the recommendations of the participants in the program's orientation workshops conducted in CY 2003 in the different regional chapters where they were given the flexibility in interpreting the guidelines and implementing the program in the most effective and suitable manner applicable to the region.
3. Immediate and wide dissemination of this Order to all concerned is desired.

EDILBERTO C. DE JESUS
Secretary

Encl.: As stated
Reference: DECS Order: No. 50, s. 2001
Allotment: 1- -(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

**CHANGE
EMPLOYEES
FUNDS**

Reformatted by: maricar/dm-revised provident fund
02-13-04

REVISED IMPLEMENTING GUIDELINES FOR THE DepED PROVIDENT FUND

I. General Objectives

The Fund aims to provide DepED officials and employees with benefits and loans for emergency needs; for their education and that of their children; for their hospitalization and that of their immediate dependents; for minor but immediately needed repair of their houses; and for other similar purposes to be determined by the National Board of Trustees.

II. Beneficiaries

The beneficiaries of the Fund are the teachers as defined in the Magna Carta for Public School Teachers and the administrative support staff (non-teaching) of the Central, regional, division and other field offices of the Department of Education who have permanent/regular status of employment and who incur official payroll deductions. Casual employees who have been in the service with the Department for at least two (2) years and/or who have incurred more than one hundred (100) days of leave credits are also entitled to the benefits of the Fund, but on a limited basis only.

III. Governance

1. The over-all administration and management of the DepED Provident Fund shall be entrusted to the National Board of Trustees, henceforth to be known as the Board.
2. The National Board of Trustees shall be composed of the Undersecretary for Finance as Chairman; the Assistant Secretary for Human Resource Development Service, or equivalent, as Vice-Chairman and Chief Executive Officer; a representative from the Department of Budget and Management; a Regional Director elected by his/her peers; a Bureau/Center/Service Director elected by his/her peers; a teacher representative appointed by the Department Secretary from among nominees of duly recognized teachers' organizations; and a representative of the administrative group who is also appointed by the Secretary from among nominees of non-teaching organizations.
3. A Regional Board of Trustees shall be created to manage and administer the operations of the Fund at the regional level. It shall be accountable and responsible to the National Board for the over-all status and financial condition

of the Fund in the regional level. The Regional Director shall serve as Chairman of the Board, and a Superintendent elected by his/her peers as Vice-Chairman. The Regional Board shall be composed of:

- a. The Chief of the Administrative Division as Executive Officer and Head of the Secretariat;
- b. The Chief of the Regional Budget and Finance Division;
- c. A Chief of any of the Regional Elementary/Secondary/Non-Formal Education Division;
- d. A teacher representative appointed by the Regional Director from among nominees of duly recognized teachers' organizations in the region; and
- e. A representative of the administrative group who is also appointed by the Regional Director from among nominees of duly recognized non-teaching organizations in the region.

IV. Term of Office

All appointive and elected positions in the National/Regional Board of Trustees shall have a term of one (1) year, except for ex-officio members including the Regional Directors in the Regional Boards, after which new sets of officers shall be elected/appointed to the Board. There is no prohibition, however, against the re-appointment of officers in the Board for another term of one (1) year.

V. Functions and Responsibilities of the Board

1. National Board of Trustees

- a. Promulgate, apply and enforce policies, rules and regulations related to the use and operation of the Fund.
- b. Determine the type, use and amount of loans and other benefits that may be granted to DepED employees and prescribe the applicable repayment schedules and interest rates.
- c. Prescribe the eligibility requirements of applicants, claimants and grantees.
- d. Designate and appoint other officers and staff of the Board as may be necessary from among the regular personnel of the Central Office and prescribe their duties, functions, and responsibilities.

- e. Create, constitute and delegate authority to and supervise the Regional Boards which shall undertake the implementation of policies, rules and regulations governing the Fund.
- f. Approve all loans, other benefits and other payments from the Fund.
- g. Perform such other functions/as may be necessary/to realize the objectives and purpose of the DepED Provident Fund.

2. Regional Board of Trustees

- a. Implement the policies/rules and regulations/promulgated by the National Board of Trustees in the best and most suitable manner/to efficiently and effectively address the needs and concerns of the teachers and employees in the region.
- b. Administer/supervise and monitor/the operations of the Fund at the regional level.
- c. As the need arises, designate and appoint other staff and officers of the Regional Board from among the regular staff of the regional office.
- d. Render periodic reports/to the National Board of Trustees/on the status of operations and financial condition of the Fund.
- e. Create Division Secretariats to be headed by the Division Superintendent to administer the operations of the Fund in the division level under the supervision of the Regional Board. When necessary and applicable, delegate authority to approve loans to the Division Superintendent but only up to a maximum amount that shall be hereinafter set forth. The Division Secretariat shall render monthly/quarterly reports to the Regional Board on the status of operations and financial condition of the Fund.
- f. Perform such other functions as may be necessary to effectively carry out the implementation of the policies, rules and regulations promulgated by the National Board of Trustees.

VI. Secretariat of the Board

- 1. The Employees Welfare and Benefits Division shall serve as the Secretariat of the National Board of Trustees. The Division Chief, as Head of the Secretariat, shall recommend to the Board the functions, organization, and compensation for overtime services of the staff for approval of the Board.

- e. Create, constitute and delegate authority to and supervise the Regional Boards which shall undertake the implementation of policies, rules and regulations governing the Fund.
- f. Approve all loans, other benefits and other payments from the Fund.
- g. Perform such other functions as may be necessary to realize the objectives and purpose of the DepED Provident Fund.

2. Regional Board of Trustees

- a. Implement the policies, rules and regulations promulgated by the National Board of Trustees in the best and most suitable manner to efficiently and effectively address the needs and concerns of the teachers and employees in the region.
- b. Administer, supervise and monitor the operations of the Fund at the regional level.
- c. As the need arises, designate and appoint other staff and officers of the Regional Board from among the regular staff of the regional office.
- d. Render periodic reports to the National Board of Trustees on the status of operations and financial condition of the Fund.
- e. Create Division Secretariats to be headed by the Division Superintendent to administer the operations of the Fund in the division level under the supervision of the Regional Board. When necessary and applicable, delegate authority to approve loans to the Division Superintendent but only up to a maximum amount that shall be hereinafter set forth. The Division Secretariat shall render monthly/quarterly reports to the Regional Board on the status of operations and financial condition of the Fund.
- f. Perform such other functions as may be necessary to effectively carry out the implementation of the policies, rules and regulations promulgated by the National Board of Trustees.

VI. Secretariat of the Board

- 1. The Employees Welfare and Benefits Division shall serve as the Secretariat of the National Board of Trustees. The Division Chief, as Head of the Secretariat, shall recommend to the Board the functions, organization, and compensation for overtime services of the staff for approval of the Board.

2. The Secretariat of the National Board of Trustees shall monitor the activities of all regional chapters.
3. The Regional Board shall create its own respective Secretariat, determine its specific functions, organization and compensation for overtime service rendered by its clerical staff. It shall also create Secretariats in the division offices to administer the operations of the Fund in the division level.
4. The Secretariat shall be the implementing arm of the Fund. It shall designate officers from among the present employees of the Accounting, Cash and Administrative Divisions/Units in coordination with their respective Chiefs who shall attend to matters related to the disbursement of the Fund.

VII. Functions of the Secretariat

1. Implement the policies, rules and regulations promulgated by the Board.
2. Approve loans as delegated by the Board.
3. Serve as "think tank" of the Board, conceptualizing and developing projects to be funded by the Fund for approval by the Board.
4. 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.
5. The Secretariat of the National Board of Trustees shall recommend the release of fund allocation to the regional chapters based on an approved set of evaluative criteria established for this purpose. Similarly, the regional secretariats shall recommend the release of fund allocation to the different division chapters.
6. 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.
7. Prepare and submit a budget for the administration of the Fund, as well as a list of the necessary personnel and the equivalent compensation.
8. Coordinate and keep records of the remittances, collections and financial transactions of the Fund.
9. Authorize the receipts and disbursements of funds pursuant to the resolutions and orders of the Board and to require receipts, vouchers, invoices and other documents necessary for proper accounting.

10. Prepare status reports of operations on a monthly/quarterly basis and coordinate with the Accounting Division for the preparation of the Fund's financial reports. The regional secretariats shall also prepare consolidated annual report for submission to the National Secretariat which shall in turn consolidate all regional reports and prepare the over-all annual report.
11. Provide support staff/clerical staff to the Board of Trustees.
12. Perform other functions as may be assigned by the Board.

VIII. Disbursement and Processing Procedure

1. All loan applications shall be processed by the Secretariat, and may approve such loans as delegated by the Board, after which the processing of approved loan applications shall go through the normal procedures presently employed by the DepED Central/Regional/ Division Offices in the processing of vouchers/payrolls and disbursement of funds.
2. Purchase of assets of the Fund and other payments for approved expenses shall follow the usual procurement, accounting and auditing procedures and rules and regulations. Assets of the Fund shall refer to office equipment intended to improve operations, such as computers for the exclusive use of the Secretariats, and such other properties that will be utilized for the benefit of DepED teachers and employees. Provided, however that, expenses for the purchase of assets and for approved expenses such as payment of overtime services and purchase of supplies, shall not exceed two percent (2%) and twenty percent (20%) respectively, of the retained earnings on operations of the Provident Fund.
3. All financial transactions pertinent to the Fund, including asset purchases, shall be recorded in accordance with the standard charts of accounts.

IX. Compensation of Staff and Operational Expenses

1. The members, officers, and staff of the National/Regional Boards shall serve without compensation, except for payment of actual overtime services rendered by the clerical staff.
2. Reasonable expenses incurred by the members of the National/Regional Boards in connection with Board activities will be reimbursed chargeable against the retained earnings on operations, provided such expenses are properly supported by receipts and other pertinent documents and subject to the usual accounting and auditing rules and regulations.

3. Expenses for the overtime pay of clerical staff and for the proper maintenance and operations of the Fund's assets may be charged against twenty percent (20%) of the retained earnings of the Fund's operations, subject to the usual government accounting and auditing rules and regulations.

X. Limitations and Restrictions on the Use of the Fund

1. All policies, rules and regulations governing the Fund must provide for the widest and most equitable dispersal of benefits; and preserve the integrity of the Fund and maintain its viability.
2. The principal of the Fund may be utilized to extend guaranteed loans. Expenses and other payments shall be charged against income from operations and any surplus shall accrue to the principal at the end of the fiscal year.
3. To ensure the widest and most equitable distribution of benefits, the Fund shall be distributed to the seventeen (17) regional chapters, with the Central Office as one regional chapter, pro-rated to the number of plantilla positions for public school teachers and administrative support staff in each region. Similarly, the regional chapters shall distribute its fund allocation to its division chapters pro-rated to the number of plantilla positions for public school teachers and administrative support staff in each division. However, the Board may come up with a mode of distributing allocations based on performance, i.e. efficiency and effectiveness of the regional chapters in implementing the program.
4. The loan shall be used for the following purposes:
 - a. Regular loans for emergency needs of the teacher/employee, or immediate and other members of his/her family up to the fourth degree of consanguinity or affinity.
 - i. Accident/Illness experienced by the teacher/employee, or immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity
 - ii. Death of immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity
 - iii. Educational loans for the teacher/employee, or immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity

- ii. Latest pay slip/payroll indicating monthly salary deductions.
 - iii. Casual employee-borrowers shall also submit a copy of his/her latest appointment in addition to the above requirements.
8. The granting of loans shall be determined by the monthly/annual income of the applicants and on a first come first served basis. Applicants with lower salaries and those who are not entitled to receive service fees shall be given priority in the granting of loans.
 9. Applicants whose net take home pay is less than Three Thousand Pesos (P3,000.00) are not eligible to borrow from the Fund. Net take home pay shall be computed as follows:

	Monthly Basic Salary
Add :	<u>Monthly Allowances (ACA and PERA)</u>
	Gross Salary
Less :	<u>Total Monthly Deductions (inclusive of deduction for the Provident Fund loan applied for)</u>
	<u>Monthly Net Take Home Pay¹</u>

10. All types of loans shall have an interest rate of six percent (6%) per annum, add-on and straight computation. The regular loan shall be paid in twenty four (24) equal monthly installments (two [2] years), while the special loan may be paid in either twenty-four (24, two [2] years), thirty-six (three [3] years) or sixty (60, five [5] years) equal monthly installments, depending on the borrower's capacity to pay and with his/her consent. The teacher/employee-borrower may opt for a shorter repayment term for his/her loan. In all cases, re-payment of loans shall be through automatic deduction from the borrower's salary, either by agency payroll or PSD-IBM deduction.
11. The National/Regional Board may allow renewal of the regular and special calamity loans as long as sixty percent (60%) of the previous loan has been paid and the balance of the principal amount shall be deducted from the new loan, provided, however that, there are no pending applications for new loans.
12. All borrowers must have a co-maker who is a permanent employee of the Department and not due for retirement during the pendency of the loan.

¹ Amends DepED Order No. 27, s. 2003

- b. Special Loans
 - i. Hospitalization/Medical expenses of teacher/employee or immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity
 - ii. Educational expenses of teacher/employee or immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity
 - iii. Other emergency expenses to be specified by the teacher/employee-applicant
- 5. The amount of the regular loan shall either be Five Thousand Pesos (P5,000.00) or Ten Thousand Pesos (P10,000.00). The special Provident Fund loan in the amount of Twenty Thousand Pesos (P20,000.00) up to a maximum limit of Fifty Thousand Pesos (P50,000.00) may be extended to the teachers/employees upon approval by the Board Chairman, subject to the availability of funds, the actual need of the teacher/employee-applicant, and to other pertinent limitations set forth, without prejudice to other pending loan applications for the regular loan. Qualified casual employees, specifically those with one hundred (100) days of leave credits, may avail of the special Provident Fund loan up to a maximum amount of Twenty Thousand Pesos (P20,000.00) only.
- 6. A borrower may avail of the regular loan and the special loan simultaneously.
- 7. The requirements for the different types of loans are as follows:
 - a. Regular Loan
 - i. Accomplished application form
 - ii. Latest pay slip/payroll indicating monthly salary deductions
 - b. Special Loan
 - i. Accomplished loan application form stating, among others, specific purpose for which the loan will be used, including appropriate supporting documents, for approval of the Board Chairman.

In the regional chapters, the Regional Board Chairman may delegate authority to approve special loans of up to Twenty Thousand Pesos (P20,000.00) to the Division Superintendents. However, special loans in the amount of more than Twenty Thousand Pesos (P20,000.00) shall be approved by the Regional Board Chairman.

13. Outstanding loan balances of borrowers who are due for retirement during the pendency of the loan shall only cover the principal amount of the loan. Retiring teachers/employees shall be requested to either pay the outstanding loan balance in full or issue a notarized promissory note stating, among others, that the outstanding loan balance shall be paid in full upon the receipt of his/her retirement/terminal leave benefits.
14. Request to purchase assets for the regional/division chapters shall be made in writing in the form of a Board Resolution submitted to the National Board, through the Secretariat, for approval.
15. Any unutilized portion of the Fund after a substantial period of time may be invested exclusively in Treasury Bills or other government securities. Income earned from such investments shall accrue to the Provident Fund.
16. Whatever balance remaining in the Fund shall revert to the National Treasury in the event of termination of the Fund.

XI. Audit of the Fund

1. The Fund and its operations shall be audited by the Commission on Audit, through its representative, annually or as the need arises.
2. The National Board of Trustees, through its Secretariat, may request the Commission on Audit to assess the operations and financial status of any Regional/Division Chapter's Fund as may be necessary.

XII. Annual Report

1. The National Board of Trustees shall prepare and submit an annual report on the over-all operations of the Fund and its financial condition and status on or before the end of the first quarter of the following year to the Office of the President, the Department of Budget and Management, and to the Secretary of Education.
2. The Regional Boards shall prepare and submit a similar consolidated annual report (including the division offices it) on or before the end of the first month of the following year to the National Board. The Regional Boards shall also submit monthly/quarterly reports of the financial condition of the Fund to the National Board, through its Secretariat, using the format hereto attached as Annex "A."
3. Failure to submit said requirements will warrant the suspension of all new transactions on the Fund until such time that the report is submitted.

**DepEd PROVIDENT FUND
STATUS OF FUNDS**

Region _____
As of _____

Month	Number of		Allotment Received		Collections/Remittances		Total Funds (4+5+6+7=8)	Disbursements		Total Disbursements (9+10=11)	Total Funds Available For Loan (8-11=12)	Outstanding Loans Receivable (9-8=13)	Remarks
	Borrowers	Loans Granted	C.O.	R.O.	Principal	Interest		Loans	Other Disbursements				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Total Balance forwarded:													
1992													
1993													
1994													
1995													
1996													
1997													
1998													
1999													
2000													
2001													
2002													
2003													
Sub-total													
January													
February													
March													
April													
May													
June													
Sub-total													
Total													

Prepared by:

Certified Correct:

Accountant

Approved:

Regional Director
Chairman, Regional Board of Trustees



Republic of the Philippines
Department of Education

10 SEP 2018

DepEd ORDER
No. **037** s. 2018

**AMENDMENTS AND ADDITIONAL PROVISIONS TO DEPED ORDER
NOS. 12, S. 2004; 36, S. 2007; AND 52, S. 2017**
(Revised Implementing Guidelines for the DepEd Provident Fund)

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Resolution No. 1, s. 2018 of the Department of Education (DepEd) Provident Fund (PF) National Board of Trustees (NBT), the pertinent provisions of DepEd Order (DO) Nos. 12, s. 2004; 36, s. 2007; and 52, s. 2017 on the Revised Implementing Guidelines for the DepEd are amended as follows:

a. Item 1.a of DO 36, s. 2007 (Section X.4 of DO 12, s. 2014)

Existing Provision	Amendment
The loan shall be used for emergency needs of the teacher/employee, or immediate and other members of his/her family up to the fourth degree of civil consanguinity or affinity: i. Hospitalization and/or medical expenses resulting from an accident/illness; ii. Death of immediate and/or other members of his/her family up to the fourth degree of consanguinity or affinity; iii. Educational loans; iv. Minor but immediately needed repair of the house of the teacher/employee; and v. Other emergency expenses to be specified by the teacher/employee-applicant.	The following are the types of PF loans that may be applied for by a DepEd personnel: a. Multi-Purpose Loan (MPL), whether for educational, medical, or emergency needs of the teacher/employee, or the immediate and other members of his/her family, major and minor house repairs/improvements, payment of loans from other private lending institutions (PLIs) and/or government financial institutions (GFIs), livelihood, and for other legal purposes; and b. Additional Loan, which shall be for extreme emergency cases only.

b. Item 2.iii of DO 36, s. 2007

Existing Provision	Amendment
Examples of extreme emergency cases are: (1) Payment for hospital bills of the teacher/employee or member of his/her family within the third civil degree of consanguinity/affinity; (2) Death of a member of the borrower's family within the third degree of consanguinity/affinity; or (3) Borrower is a direct victim of a natural or man-made calamity, such as typhoons, fire, robbery, armed conflict, etc.; The loan requirements are as follows: i. Accomplished application form, stating among others, the specific purpose for which the loan will be used, including the appropriate supporting documents; ii. Latest pay slip/payroll indicating monthly salary deductions; iii. Casual employee-borrowers shall also submit a copy of his/her latest appointment, in addition to the above requirements.	Applications for Additional Loans at the Regional and Schools Division PF Chapters shall be approved by the DepEd PF Regional Board of Trustees, which will then be reported to the DepEd NBT for confirmation, while the DepEd Central Office Chapter shall be approved by the DepEd NBT. Additional loans shall be justified by the DepEd borrower by citing extreme emergency cases, such as: a. Payment of hospital bills of DepEd personnel or member of his/her family within the third civil degree of consanguinity/affinity; or b. Death of a member of the borrower's family within the third civil degree of consanguinity/affinity; or c. Borrower is a direct victim of a natural or man-made calamity, such as typhoons, fire, robbery, armed conflict, and others. The documentary requirements are as follows: i. Accomplished application form, stating among others, the specific purpose for which the loan will be used. Refer to the enclosure for the Revised Loan Application Form; and ii. Latest pay slip/payroll indicating monthly salary deductions.

c. Item 1.e of DO 36, s. 2007

Existing Provision	Amendment
The National/Regional Boards may allow renewal of loan provided that fifty percent (50%) of the previous loan has been paid, there are no pending applications for new loans, and the balance of the principal amount shall be deducted from the new loan.	The National/Regional Boards may allow renewal of loan provided that at least thirty percent (30%) of the existing loan has been paid, there are no pending applications for new loans, and the balance of the principal amount shall be deducted from the new loan.

d. Part VI, Item 3 (Enclosure) of DO 12, s. 2004—Secretariat of the Board

Existing Provision	Amendment
The Regional Board shall create its own respective Secretariat, determine its specific functions, organization and compensation for overtime services rendered by its clerical staff. It shall also create secretariats in the division offices to administer the operations of the Fund in the division level.	The Regional Board shall create its own respective Secretariat composed of selected staff from the Administrative Services Division (focal office), Finance Division and Legal Section. The Secretariat shall determine its specific functions, organization and compensation for overtime services rendered by its clerical staff. It shall also create Secretariats in the schools division offices, with similar/parallel composition as in the Regional Board, to administer the operations of the Fund in the schools division level. The Regional Board shall regularly update the National Board through the National Board Secretariat with compositions of the Regional and Schools Division Boards Secretariats, for records and monitoring purposes.

e. Item 1.b of DO 52, s. 2017

Existing Provision	Amendment
All types of loans shall have a contractual interest rate of six percent (6%) per annum, computed using the diminishing/declining balance method, wherein the interest per installment period is calculated based on the outstanding balance of the PF	Effective November 2017, all types of loans shall have a contractual interest rate of six percent (6%) per annum, with no grace period on the start of payment of loan, computed using the diminishing/declining balance method, wherein the

loan at the beginning of each installment period.

Total amount due, inclusive of principal and interest, will be payable in equal monthly amortizations. The borrower may opt for a repayment period from 12 up to 60 months, subject to his/her capacity to pay. In all cases, repayment of loans shall be through automatic payroll deductions. For guidance, refer to Illustrations 1 to 5, for terms of loan of 1 to 5 years, respectively and the corresponding notes.

interest per installment period is calculated based on the outstanding balance of the PF loan at the beginning of each installment period.

Total amount due, inclusive of principal and interest, will be payable in equal monthly amortizations. The borrower may opt for a repayment period from 12 up to 60 months, subject to his/her capacity to pay. In all cases, repayment of loans shall be through automatic payroll deductions and over-the-counter payment in case of dislodged PF deductions in the payroll.

The amount of loan amortization of the borrowers with outstanding PF loan balance as of November 2017 shall be maintained in the payroll until full payment. The PF Secretariat shall make necessary adjustments in the posting of the borrowers' respective accounts in the Subsidiary Ledgers, and any excess payments for fully paid loans using the new method of loan computation shall be refunded to the concerned borrowers.

For guidance, refer to Illustrations 1 to 5, for terms of loan of 1 to 5 years, respectively.

2. The following are the additional provisions to DO 12, s. 2004:

- a. Newly hired teachers are allowed to avail of PF loan with the following terms:**

Maximum Loanable Amount	One month basic salary
Term	Six months
Interest	6% per annum or 0.5% per month, computed using the diminishing balance method

- b. The outstanding principal PF loan balance of a DepEd borrower who transferred from one station to another shall be transferred to the recipient station through proper recording in their books of accounts. The PF loan account transferred shall still be subject to imposition of interest.**
- c. Provision of bad debts for deceased borrowers shall be allowed at 1% of the total outstanding loans receivables for each PF chapter starting year 2018, subject to the usual accounting and auditing rules and regulations.**
3. Provisions in the implementing guidelines as contained in DO 12, s. 2004; 36, s. 2007; and 52, s. 2017, which are inconsistent with the aforementioned amendments and additional provisions are rescinded while those that are not affected shall continue to be observed.
4. This Order shall take effect upon its approval.
5. Immediate dissemination of and strict compliance with this Order is directed.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:
As stated

References:
DepEd Order: (Nos. 12, s. 2004; 36, 2007; and 52, s. 2017)

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

AMENDMENT
BENEFITS
CHANGE
EMPLOYEES
FUNDS
OFFICIALS
POLICY
SALARY
TEACHERS



Republic of the Philippines
Department of Education

JUN 09 2025

DepEd ORDER
No. **016**, s. 2025

**GUIDELINES ON THE GRANT OF MEDICAL ALLOWANCE
TO THE DEPARTMENT OF EDUCATION PERSONNEL**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Grant of Medical Allowance to the DepEd Personnel** pursuant to Executive Order (EO) No. 64, s. 2024, titled Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for Other Purposes, and Department of Budget and Management (DBM) Budget Circular No. 2024-6, titled Rules and Regulations on the Grant of Medical Allowance to Civilian Government Personnel, issued on December 12, 2024.

2. This Order establishes guidelines for granting medical allowance to all eligible DepEd teaching and nonteaching personnel. Moreover, this Order aims to ensure access to essential healthcare services for DepEd personnel through the provision of a medical allowance, thereby promoting their overall well-being and enhancing their financial security.

3. All Orders and other related issuances, rules, regulations, and provisions that are inconsistent with these guidelines are repealed, rescinded, or modified accordingly.

4. This Order shall take effect immediately upon its approval, issuance, and publication on the DepEd website. Certified copies of this Order shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines Law Center (UP LC), UP Diliman, Quezon City.

5. For inquiries or concerns, please contact the **Bureau of Human Resource and Organizational Development-Employee Welfare Division**, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at bhrod.cwd@deped.gov.ph or at telephone number (02) 8633-7229.

6. Immediate dissemination of and strict compliance with this Order is directed.



SONNY ANGARA

Secretary

Encl.:

As stated

Reference: N O N E

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

ALLOWANCE
BENEFITS
BUREAUS AND OFFICES
EMPLOYEES
FUNDS
OFFICIALS
POLICY
RULES AND REGULATIONS



MSCM, JD, MPC, DO Guidelines on the Grant of Medical Allowance to the DepEd Personnel
0203 - June 4, 2025



GUIDELINES ON THE GRANT OF MEDICAL ALLOWANCE TO THE DEPARTMENT OF EDUCATION PERSONNEL

I. RATIONALE

Civilian government personnel including teaching and non-teaching personnel of the Department of Education (DepEd) are at considerable risk of financial strain due to the escalating cost of medication and hospitalization. While the Philippine Health Insurance Corporation (PhilHealth) provides health insurance, it is often insufficient to meet the full medical needs of its members.

Pursuant to EO No. 64, s. 2024 and DBM Circular No. 2024-6, each eligible DepEd personnel is authorized to receive medical allowance of up to Seven Thousand Pesos (PhP7,000.00) per annum as subsidy for availing health maintenance organization (HMO) benefits. This allowance aims to reduce the financial burden associated with hospitalization and medical treatment. Further, the grant of the subsidy will foster competent, committed, adaptable, and healthy workforce. In turn this will result in enhanced productivity in delivering quality basic education.

This Order shall serve as a guide for the Central Office (CO), Regional Offices (RO), Schools Division Offices (SDO), and Schools to ensure effective allocation, distribution, utilization, monitoring, and evaluation of the grant of the medical allowance within their respective jurisdictions.

II. SCOPE

This Order shall apply to all eligible DepEd teaching and non-teaching personnel, whether appointed on a permanent, co-terminus, fixed-term, casual, or contractual basis, subject to the provisions under Section V of these Guidelines.

III. DEFINITION OF TERMS

1. *End-User* – refers to the Focal Office (FO) that identifies, plans, prepares, designs, and implements the procurement project based on the requirements or needs of the DepEd in accordance with its mandate.¹
2. *Geographically Isolated and Disadvantaged Areas (GIDAs)* – refers to communities/areas which are specifically disadvantaged due to the presence of both physical (refers to characteristics that limit the delivery of and/or access to basic health services to communities that are difficult to reach due to distance, weather conditions, and transportation difficulties) and socio-economic (refers to social, cultural, and economic characteristics of the community that limit access to and utilization of health services) factors.²
3. *Health Maintenance Organization (HMO) product* – refers to pre-agreed or designated health care services to the enrolled members for a fixed pre-paid

¹ Republic Act No. 12009, Section 5 (j).

² DBM Circular No. 2024-06, § 5.1.

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fee for a specified period of time through the use of selected network of health care providers, issued on individual/family or group basis.³

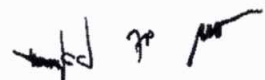
4. *High-risk Cases* – refers to individuals or groups of people requiring specialized healthcare arising from factors such as but not limited to age, chronic illnesses, pregnancy, and disabilities of any nature.
5. *HMO Provider* – refers to a juridical entity legally organized to provide or arrange for the provision of pre-agreed or designated health care services to its *enrolled* members for a fixed pre-paid fee for a specific period of time.⁴
6. *Medical Expenses* – refers to any costs incurred for the prevention, treatment, and rehabilitation of injury or illnesses.
7. *Group Availment* – refers to the collective method by which a group of employees avails of the Medical Allowance benefit through bulk or group procurement of HMO-type healthcare benefits.
8. *Individual Availment* – refers to a single and duly qualified employee personally availing of the HMO-type benefit, in accordance with the eligibility criteria, documentation requirements, and procedural guidelines set forth in this Order.
9. *Focal Office* – refers to the designated office/unit in each governance level that is responsible for overseeing the implementation and providing technical assistance, guidance, support, and monitoring to ensure the successful implementation of the Order.

IV. POLICY STATEMENT

1. This Order provides the guidelines in the allocation, distribution, utilization, and monitoring of the grant of medical allowance to all eligible DepEd teaching and non-teaching personnel as mandated by EO No. 64, s. 2024 and DBM Budget Circular No. 2024-6. In implementing this Order, the DepEd aims to achieve the following:
 - a. To update the benefits of eligible DepEd personnel in order to foster a competent, committed, agile and healthy workforce, thereby increasing productivity and improving the quality of public services;
 - b. Establish an equitable system that ensures eligible DepEd personnel, have access to basic healthcare assistance;
 - c. Enhance satisfaction, motivation, productivity, and retention among eligible DepEd personnel by addressing their medical concerns;
 - d. Decrease the likelihood of absenteeism and financial ruin due to hospitalization and treatment;

³ Guidelines on the Approval of HMO Products and Forms, Insurance Circular Letter No. 2017-19, 31 March 2017.

⁴ DBM Circular No. 2024-06, § 5.2.



- e. Support and complement other health initiatives and benefits offered by both the government and the Department; and
 - f. Demonstrate the Department's proactive role in protecting and promoting the holistic well-being of its workforce.
2. This Order mandates that all Offices involved shall strictly comply with the provisions herein, ensuring that the mechanisms for the grant of the medical allowance are executed fairly, consistently, and in full compliance with existing laws, rules, and regulations.

V. GENERAL PROCEDURES FOR GRANTING MEDICAL ALLOWANCE

A. ELIGIBLE PERSONNEL

1. The personnel are already in government service and are to render services for at least a total or an aggregate of six (6) months of service in a particular fiscal year, including leaves of absence with pay, and services rendered under any alternative work arrangements prescribed by the Civil Service Commission.
2. Newly hired personnel may qualify for the grant of the medical allowance after rendering six (6) months of service in a particular fiscal year.
3. Personnel who transferred to the DepEd and was not granted medical allowance by the government agency they previously worked for shall be eligible to receive the medical allowance from DepEd, subject to submission of a certification from the former agency's Human Resource or Personnel Unit/Office/Division. The certification shall then be verified by the concerned DepEd Focal Office (FO).
4. The medical allowance of a personnel on detail to another government agency shall be granted by the mother agency, while those on secondment shall be paid by the recipient agency.
5. A compulsory retiree, whose services have been extended, may be granted the medical allowance, subject to the pertinent conditions and guidelines under this Order.
6. Personnel who are formally charged with administrative and/or criminal cases, which are still pending for resolution, shall be entitled to medical allowance until found guilty.
7. Personnel who are formally charged with administrative and/or criminal cases, and who are found guilty with a penalty of reprimand, shall still be entitled to medical allowance.
8. Personnel on study leave with pay or on study/training/scholarship grant whether locally or abroad, and renders at least six (6) months of service in the same year, including leaves of absence with pay prior to and/or after the study leave or study/training/scholarship grant shall be entitled to the medical allowance.

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B. INELIGIBLE PERSONNEL

1. Those who are hired without employer-employee relationships and funded from non-Personnel Services (PS) appropriations/budgets, as follows:
 - 1.1 Consultants and experts hired for a limited period to perform specific programs, activities, or services with expected outputs;
 - 1.2 Student laborers or apprentices;
 - 1.3 Individuals and groups of people whose services are engaged through contracts of service (CoS), job orders (JOs), or others similarly situated.
2. Officials and personnel who are already receiving HMO-based health care services by virtue of special laws.
3. Personnel who transferred to DepEd within the year but was earlier granted medical allowance by the previous agency shall no longer be granted medical allowance by DepEd for the same year.
4. The medical allowance of any personnel funded by their respective Local Government Units (LGUs) but are assigned to DepEd shall be paid by their respective LGUs.
5. Personnel who are found guilty of an administrative and/or criminal case shall not be entitled to the medical allowance in the year when the decision/resolution becomes final. Additionally, the concerned personnel shall refund any Medical Allowance received for that year.
6. Personnel on study leave with pay or on study/training/scholarship grant, whether locally or abroad, for the entire year, shall not be entitled to medical allowance.

C. AVAILING OF MEDICAL ALLOWANCE

1. The medical allowance may be granted either by availing of it through **group availment** or **individual availment**.
2. The process of registering for the availment of medical allowance, either through Group or Individual availment shall be in accordance with the following process:
 - 2.1 The Personnel Unit/Division shall generate the list of qualified personnel to avail the Medical Allowance and announce through a memorandum or advisory.
 - 2.2 All eligible personnel shall fill-out the Medical Allowance Registration Form (Annex A), indicating their chosen form of availment. The head of office/chief will consolidate the registration forms and submit to their respective FO.
 - 2.3 The FO shall submit the consolidated list to Budget Office/Unit/Division to determine the total pooled budget for procurement and individual availment.

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3. **Group Availment.** The following guidelines shall apply to those who have availed of Group Availment.

3.1 The group availment for of HMO-Type product/benefit shall be through DepEd procurement. HMO packages are greatly encouraged to include benefits for high-risk cases such as pregnant women, senior citizens, or persons with disabilities (PWDs). Moreover, the HMO coverage shall be for a period of 12 months.

3.2 The following shall be considered in the procurement of all HMO packages:

- 3.2.1 In-patient benefit;
- 3.2.2 Out-patient benefit;
- 3.2.3 Emergency care benefit;
- 3.2.4 Annual Physical Exam; and
- 3.2.5 Dental benefit.

3.3 The group availment through Agency Procurement shall be facilitated by the designated FO in this Order, subject to the procurement process as defined in existing laws, rules, and regulations. The procurement shall be done through the following:

Delivery Unit	Coverage
CO	CO Personnel
RO	RO Personnel
SDO	SDO and School Personnel

3.4 The FO shall serve as the End-User (EU) for this procurement project.

3.5 The EU shall determine the budget requirements for procurement based on the consolidated medical allowance Registration Form, of eligible personnel who wish to avail themselves of this option.

3.6 The EU shall prepare the procurement planning documents and other requirements needed, subject to the procurement process as defined in existing laws, rules, and regulations.

3.7 After the successful procurement process, the EU shall implement the project. The awarded service provider shall deliver the services as stated in the contract.

3.8 The EU shall ensure the timely submission of statistical reports from the service providers.

4. **Individual Availment Form.** This option may be availed through the following:

4.1 Payroll Disbursement for the availment of new/renewal of individual HMO.

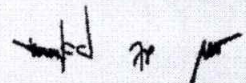
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- 4.1.1 The FO shall determine the number of eligible personnel based on the consolidated Annex A forms, who opted to avail the individual availment option.
- 4.1.2 Personnel who already have an HMO-type product shall submit proof of enrollment with their HMO provider to the FO, such as, but not limited to, any of the following:
- a. copy of HMO agreement;
 - b. valid identification card (ID) issued by the HMO provider reflecting the name of the employee; or
 - c. official receipt for the payment of the membership fee for the HMO product acquired.
- 4.1.3 Personnel enrolled as supplemental members or dependents under their family's HMO plan must present any valid proof of enrollment or registration that verifies such conditions. Entitlement to the medical allowance shall be granted only upon submission of such proof.
- 4.1.4 The FO shall submit the consolidated Annex A forms that opted for the individual availment of HMO to their respective Finance Unit/Office/Division.
- 4.1.5 The Finance Office/Unit/Division of the EU concerned shall process the release of the medical allowance.
- 4.1.6 Personnel are required to submit the aforementioned reportorial requirements subject to the usual accounting and auditing rules and regulations. Failure to comply shall result in the withholding of the personnel's Medical Allowance for the succeeding year until such obligations have been satisfactorily settled.
- 4.1.7 In cases where the HMO-type product availed is below the rate of P7,000 medical allowance, the personnel shall not be obliged to refund the excess amount.

4.2 Cash form for payment of medical expenses.

- 4.2.1 This option shall be granted to personnel who fall under one of the three conditions set by the DBM Circular:
- a. Their localities/communities are identified as GIDA, as certified by the head of agency;
 - b. Their localities have no adequate HMO branch or office of a licensed HMO company, as certified by the head of agency.
 - c. Application of the personnel concerned in acquiring HMO coverage has been denied by an HMO company.
- 4.2.2 Based on the assigned workstation as the reference point, the following DepEd officials are authorized to issue certifications for identified GIDA localities where there is no adequate HMO branch or licensed HMO company within the area, as



supported by relevant data from the LGU or other applicable government agencies.

Delivery Unit	Authorized Officials
CO Personnel	Undersecretary for Human Resources and Organizational Development
RO Personnel	Regional Director
SDO and School Personnel	Schools Division Superintendent

- 4.2.3 The conditions set forth in (a) and (b) shall also apply to personnel assigned, either permanently or temporarily, to localities/communities identified as GIDA, or when no adequate HMO company operates within the area.
- 4.2.4 The FO shall submit the consolidated Annex A forms that opted for cash form for payment of medical expenses to their respective Finance Office/Unit/Division.
- 4.2.5 The Finance Office/Unit/Division of the EU concerned shall process the release of the medical allowance.
- 4.2.6 Personnel are required to submit the following reportorial requirements subject to the usual accounting and auditing rules and regulations. Failure to comply shall result in the withholding of the personnel's medical allowance for the succeeding year until such obligations have been satisfactorily settled.
- Signed Individual Cash Claim Form, hereto attached as Annex B; and
 - Certification of GIDA or Certification of No Adequate HMO branch or office, or Proof of Denial from any HMO including but not limited to letter or electronic mail.

D. FUND SOURCE AND RATES OF MEDICAL ALLOWANCE

- As a national government agency, the DepEd shall charge against the available PS allotments for the grant of the medical allowance.
- In case of deficiency, the amount required may be charged against the *Miscellaneous Personnel Benefits Fund* and any other available appropriations under the annual General Appropriations Act (GAA), subject to applicable and existing budgeting, accounting, and auditing rules and regulations.
- For FY 2025, the medical allowance for full-time service of DepEd personnel shall not exceed PhP7,000.00 per annum. For each subsequent year, the medical allowance shall not exceed the amount authorized under the pertinent general provisions in the annual GAA.

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4. The medical allowance per annum for part-time service shall be in direct proportion to the medical allowance for full-time service. If employed on a part-time basis with two (2) or more agencies, the concerned personnel shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total medical allowance shall not exceed the authorized amount. For example, the medical allowance for part-time service in FY 2025 shall be computed as follows:

$$\begin{array}{l} \text{Medical} \\ \text{Allowance} \\ \text{(Part-Time} \\ \text{Service)} \end{array} = \begin{array}{l} \text{(Php 7,000)} \\ \text{X} \end{array} \frac{\begin{array}{l} \text{(hours of part-time service/day)} \\ \text{8 hours of full-time service} \end{array}}$$

5. If employed on a part-time basis with two (2) or more agencies, personnel shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total medical allowance shall not exceed the authorized amount.
6. Pursuant to Revenue Memorandum Circular No. 107-2024 of the Department of Finance-Bureau of Internal Revenue, the authorized Medical Allowance granted under EO No. 64, s. 2024 falls under the "de minimis" benefit contemplated in Section 2.78.1(A)(3) of Revenue Regulations (RR) No. 2-98, as amended. Such being the case, the Medical Allowance and/or the actual premium paid to HMO providers in compliance with EO No. 64, s. 2024 is exempt from income tax and consequently, to withholding tax.

E. DISBURSEMENT OF MEDICAL ALLOWANCE

The provision of HMO-type product for both group and individual availment shall be subject to the existing budgeting, procurement, accounting and auditing laws, rules, and regulations, particularly provisions of DBM Circular No. 2024-6 provided that employees who shall have resigned or retired prior to completing the required six (6) months of service in a particular fiscal year shall be obligated to return the allowance received for such year.

F. ROLES AND RESPONSIBILITIES

The following DepEd concerned offices shall have roles and responsibilities to ensure the efficient and accurate distribution of the medical allowance to eligible personnel:

1. CO

- 1.1 The Employee Welfare Division shall serve as the FO in the Central Office. It shall lead and oversee the implementation of this Order guidelines and provide technical assistance, guidance, support, and monitoring to ensure its successful implementation. It shall also develop supplemental guidelines whenever necessary, and ensure the submission of necessary reports to DBM.
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- 1.2 The Personnel Division shall verify if the personnel meet the qualifications and conditions provided by Section V.A. (Eligible Personnel).
- 1.3 The Budget Division shall facilitate the budget allocation for group and individual availment. Moreover, it shall monitor the disbursement/utilization/allocation reports of all delivery units.
- 1.4 The Accounting Division shall facilitate the processing of payments to HMO service provider or disbursement to CO personnel.
- 1.5 The Procurement Management Service shall manage the end-to-end procurement process of the HMO-type package and ensure that it is compliant with the national procurement laws and regulations.

2. RO

- 2.1 The Administrative Division shall serve as FO the in the RO. Moreover, the Administrative Division shall facilitate the implementation of this Order at the regional level. Additionally, through its Personnel Unit, the Administrative Division shall verify if personnel meet the qualifications and conditions provided by Section V.A (Eligible Personnel). The Administrative Unit shall be responsible in submitting the required DBM report, referred herein as Annex C, to the CO before the end of 3rd and 4th quarters of the fiscal year.
- 2.2 The Finance Division shall facilitate the budget allocation for group and individual availment. It shall also monitor the disbursement/utilization/allocation reports from the SDOs and Schools and submit to the CO. Furthermore, it shall facilitate the processing of payment to HMO service provider or disbursement to RO personnel.

3. SDO

- 3.1 The Administrative Unit shall serve as the FO in the SDO and Schools. It shall facilitate the implementation of this policy at the SDO and School level. However, the SDOs may exercise the flexibility by allowing the Schools who are identified as Implementing Unit to undertake the availment process, as deemed practical and efficient. Likewise, it shall verify if the personnel meet the qualifications and conditions provided by Item No. V.A. (Eligible Personnel). The Administrative Unit shall be responsible in submitting the required DBM Annex C report to the RO before the end of 3rd and 4th quarters of the fiscal year.
- 3.2 The Finance Unit shall oversee the fund management and utilization for this Order at the SDO and school level. It shall also monitor the disbursement/utilization/allocation reports from the schools and forward the said reports to the RO. Furthermore, the Finance Unit shall facilitate the processing of payments to the HMO service provider or disbursement of funds to SDO and School personnel, as applicable.

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VI. MONITORING AND EVALUATION

The Central Office, through the Employee Welfare Division, shall continuously gather feedback on the implementation of the grant of medical allowance from all concerned internal and external stakeholders. It shall conduct a periodic policy review to further improve personnel' welfare and address the operational challenges in the implementation of this Order.

All FOs, including the CO, ROs, and SDOs along with accountable officials and personnel, shall ensure compliance with this Order along with adherence to existing budgeting, procurement, accounting and auditing laws, rules, and regulations regarding the appropriate use of funds for this purpose. FOs in the RO shall submit the consolidated Annex C – DBM monitoring reports to the CO. Other reports may be required upon issuance of supplemental guidelines and other issuances.

VII. PROHIBITIONS

In line with DECS Order No. 28, s. 2001 which prohibits the commercialization of DepEd through endorsements and accreditation of goods and services, no institutional endorsement shall be issued by the DepEd to any HMO partners who passed the rigorous process of procurement. Further, no DepEd office or personnel apart from the identified FOs or EU may act as an intermediary between DepEd and the HMO service provider.

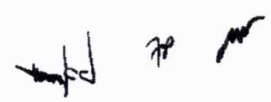
Any person who violates this Order shall be held administratively liable under DepEd Order No. 49, s. 2006 and the 2017 Rules on Administrative Cases in the Civil Service, as well as civilly and/or criminally liable, as applicable.

VIII. DATA PRIVACY NOTICE

In compliance with RA No. 10173, or the "Data Privacy Act of 2012," all third-party providers involved in the medical allowance program shall comply with Republic Act No. 10173 and National Privacy Commission (NPC) issuances. Moreover, all sensitive personal information, including medical and health information collected from DepEd officials or personnel, shall be treated as confidential and used solely for legitimate purposes with prior written consent. In the event of any data breach, the DepEd Data Privacy Officer and National Privacy Commission shall be promptly notified to ensure that appropriate actions as taken.

IX. EFFECTIVITY/TRANSITORY PROVISION

This Order shall take effect immediately upon its approval and after the publication on the DepEd website. Certified copies of this Order shall be registered with the University of the Philippines-Office of the National Administrative Registrar (UP-ONAR) at the UP Law Center, UP Diliman, Quezon City.



X. RESOLUTION OF CASES

Issues and concerns arising from the implementation of the Order shall be resolved by the Office of the Undersecretary for Human Resource and Organizational Development with the assistance of the Bureau of Human Resource and Organizational Development-Employee Welfare Division.

XI. SEPARABILITY CLAUSE

If any provision of this Order or part thereof is held invalid or unconstitutional, the remainder of the provisions not otherwise affected shall remain valid and subsisting.

XII. REPEALING CLAUSE

All orders, rules and regulations, and other issuances, or part thereof, inconsistent with this Order are hereby repealed, modified, or amended accordingly.

XIII. REFERENCES

The government issuances related to the grant of medical allowance are the following:

- a. EO No. 64, s. 2024 titled, *"Updating the Salary Schedule for Civilian Government Personnel and Authorizing the Grant of an Additional Allowance, and for Other Purposes; and*
- b. DBM Circular No. 2024-6 titled, *"Rules and Regulations on the Grant of medical allowance to Civilian Government Personnel."*

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Annex A
Medical Allowance Registration Form

Data Privacy Notice: The Department of Education recognizes its responsibility under the Republic Act No. 10173, otherwise known as the *Data Privacy Act of 2012*, with respect to the data they collect, record, organize, update, use, consolidate or destruct from their personnel. The personal data obtained from this form is entered and stored within the organization's authorized information and communications system and will only be accessed by authorized personnel. The organization has instituted appropriate technical and physical security measures to ensure the protection of personal data.

Furthermore, the information collected and stored in the portal shall only be used for the purposes of this activity. DepEd shall not disclose any personal information without consent and shall retain this information over a period of (10) ten years for the effective implementation and management of its activities.

Section 1: Employee Information

Full Name: _____
Employee ID Number: _____
Position/Designation: _____
Office: _____
Date of Appointment (dd/mm/yyyy): _____

Sex: ____ Date of Birth (dd/mm/yyyy): ____
Mobile Number: _____ Email: _____

For teaching personnel

Region: _____
Division: _____
School: _____

Employment Status: ☐ Permanent ☐ Contractual
 ☐ Casual ☐ Substitute

Section 2: Form of Availment

Kindly select one:

Group

☐ Agency Procurement

Individual

☐ Payroll Disbursement for availment of new/renewal of individual HMO

☐ Cash form for payment of medical expenses

Section 3: Certification

I hereby confirm that the information provided above is accurate and truthful. I agree to comply with the terms and conditions outlined in the Guidelines on the Grant of

[Handwritten signature]

[Handwritten signatures]

medical allowance to DepEd personnel, including the submission of required documents for verification and processing.

Employee's Signature: _____ **Date:** _____

④

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Annex B
Individual Cash Claim Form

Data Privacy Notice: The Department of Education recognizes its responsibility under the Republic Act No. 10173, otherwise known as the *Data Privacy Act of 2012*, with respect to the data they collect, record, organize, update, use, consolidate or destruct from their personnel. The personal data obtained from this form is entered and stored within the organization's authorized information and communications system and will only be accessed by authorized personnel. The organization has instituted appropriate technical and physical security measures to ensure the protection of personal data.

Furthermore, the information collected and stored in the portal shall only be used for the purposes of this activity. DepEd shall not disclose any personal information without consent and shall retain this information over a period of ten years for the effective implementation and management of its activities.

Section 1: Employee Information

Full Name: _____
Employee ID Number: _____
Position/Designation: _____
Office: _____
Service Duration: (From - To): _____

Sex: ____ Date of Birth (dd/mm/yyyy): _____
Mobile Number: _____
DepEd Email Address: _____

For teaching personnel

Region: _____
Division: _____
School: _____

Employment Status: ☐ Permanent ☐ Contractual
 ☐ Casual ☐ Substitute

Section 2: Pre-requisite Requirements.

Supported with applicable documents, check any of the following condition below that applies.

- ☐ GIDA Certification
- ☐ Certification of area with no HMO
- ☐ Letter or email from HMO denying the application

Section 3: Details of Medical Expenses Incurred

Name of Medical Provider/Facility	Address	Date(s) of Medical Consultation/Service

[Handwritten mark]

[Handwritten marks]

(Please add rows as necessary)		

Description of Expense	Amount (in PHP)	Receipt No./Reference
Consultation Fee		
Laboratory/Diagnostic Tests		
Medication		
Hospitalization		
Others (please specify)		
Total Amount		

Please attach original receipts

Section 3: Certification

I, the undersigned, hereby certify that the information provided in this claim form is true and correct to the best of my knowledge, and the medical expenses listed above were incurred for legitimate medical purposes. I understand that submission of false claims shall be subject to disciplinary action and other legal consequences as determined necessary by the Department of Education.

Employee's Signature: _____ Date: _____

[Handwritten signature]

[Handwritten signature]

Report on the Grant of Medical Allowance for the FY _____

Region: _____ Division: _____ School: _____

- I. Total Paid for Medical Allowance:
- A. Number of Qualified Personnel
- i. Teaching Personnel _____
- ii. Non-Teaching Personnel _____
- Total A: _____
- B. Rate of Medical Allowance P7,000.00
- C. Total Amount Paid P _____

- II. Form of Medical Allowance
- ☐ Procurement by Agency
- Name of HMO Provider: _____
- Unit Price of HMO-type benefit: _____
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ In Cash Form
- ☐ Availd New HMO-type Benefit
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Payment of Existing or Renewal of HMO-type Benefit
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Localities Identified as GIDA
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Localities which have no adequate HMO branch or Office
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Application of Personnel Denied by HMO Company
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____

Prepared by:

Certified Correct:

Chief/Head of Administrative Division

Regional Director/SDS

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Handwritten signature and initials

Annex D
Consolidated DBM Report Form

Report on the Grant of Medical Allowance for the FY _____

- I. Total Paid for Medical Allowance:
- A. Number of Qualified Personnel
- i. Teaching Personnel _____
- ii. Non-Teaching Personnel _____
- Total A: _____
- B. Rate of Medical Allowance P7,000.00
- C. Total Amount Paid P _____

- II. Form of Medical Allowance
- ☐ Procurement by Agency
- Name of HMO Provider: _____
- Unit Price of HMO-type benefit: _____
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ In Cash Form
- ☐ Availed New HMO-type Benefit
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Payment of Existing or Renewal of HMO-type Benefit
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Localities Identified as GIDA
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Localities which have no adequate HMO branch or Office
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____
- ☐ Application of Personnel Denied by HMO Company
- Total No. of Qualified Personnel _____
- Teaching: _____
- Non-Teaching: _____

Prepared by:

Certified Correct:

Noted and Submitted by:

Chief Administrative Officer
Employee Welfare Division

Undersecretary
Human Resource and
Organizational Development

Secretary

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Republic of the Philippines

Department of Education

Provident Fund

Date Submitted:

Loan Amount:

Type of Loan:

☐ Multi-purpose

☐ New

☐ Renewal

☐ Additional

Term:

year/s

Loan Application No.

Purpose:

☐ Educational

☐ Hospitalization/Medical

☐ Long Medication/Rehabilitation

☐ House Arrears/Equity

☐ House Repair - Major

☐ House Repair - Minor

☐ Payment of Loans from Private Institution

☐ Calamity

☐ Others (Specify):

Borrower's Information

(Surname)(First Name)(M.I.)

Home Address:

Position:

Employee No.:Employment Status:

Office:

Date of Birth:Age:

Monthly Salary: PhpOffice tel no.:

Years in Service:Mobile no.:

DepEd E-mail address:

Specimen Signatures:

Co-Maker's Information

(Surname)(First Name)(M.I.)

Home Address:

Position:

Employee No.:Employment Status:

Office:

Date of Birth:Age:

Monthly Salary: PhpOffice tel no.:

Years in Service:Mobile no.:

DepEd E-mail address:

Specimen Signatures:

LOAN AGREEMENT

I hereby apply for a Provident Fund Loan in the amount of PESOS:

(P). In consideration of the grant thereof, I promise to pay all installments due based on the attached amortization schedule and bind myself with the terms and conditions of the loan as stipulated in the applicable lines of the DepEd Provident Fund. This document also serves as Promissory Note upon approval of this loan.

Accordingly, I hereby authorize the deductions of the monthly amortization from my salary. Should I be separated from the service, I also hereby agree to settle my outstanding loan balance before the date of my retirement/separation from the service, either through full payment in cash or through the execution of a notarized Promissory Note.

Signature of Borrower over Printed Name

Date

I hereby agree to assume all the outstanding obligations for the grant of this loan should the principal borrower be separated from the service, and either retirement or separation benefits due to him/her is not received or is insufficient to settle the borrower's outstanding loan, and upon proper notification by the Provident Fund Secretariat.

Accordingly, I hereby authorize the monthly deduction from my salary of the amortizations for the outstanding obligation of the principal borrower until his/her loan is fully paid.

Signature of Co-Maker over Printed Name

Date

CERTIFICATE OF EMPLOYMENT AND CREDIBILITY

Personnel Division/Unit:

This is to certify that the above loan applicant/borrower:

(1) is a permanent/co terminus employee of this Office and is not on leave of absence without pay;

(2) has net pay of Php for the payroll month & year of ; and

(3) has given the true and correct information on the Loan Application Form.

PRINCIPAL/DISTRICT SUPERVISOR

Signature over Printed Name

Designation:

Date:

Legal Service/Unit:

This is to certify that the above loan applicant/borrower has no pending administrative nor civil case charge against him/her based on records on file with DepEd.

CLARISSE JOY C. ARNAEZ-LLABAN

Signature over Printed Name

Designation:

Date: