



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY


04 Feb 2022

DIVISION MEMORANDUM  
No. ACT, s. 2022

**NEW DESIGNATED VERIFIER FOR LOANS APPLICATION**

To: **Asst. Schools Division Superintendent**  
**Chief CID, SGOD**  
**PSDS, Education Program Supervisors**  
**Section Heads**  
**All Public Elementary & Secondary School Heads**  
**All Others Concerned**  
This Division

1. This is to inform the field that this Division's new designated Verifier is Ms. Remy Jane M. Macana. Accordingly, all requests for Net Take Home Pay (NTHP) relative to loan applications shall be routed to her. While waiting for the creation of account for the new verifier by the Employee Accounts Management Division (EAMD) of the Central Office, all requests for NTHP verification shall be sent to [verifier.r10.emalaco@deped.gov.ph](mailto:verifier.r10.emalaco@deped.gov.ph) for the meantime.
2. All are reminded that **designated AAOs and HRMO shall not recommend the approval of the application for loans without prior confirmation by the designated Verifier of this Division.** All are enjoined to refer to Division Memorandum 180, s. 2020 for the process flows prescribed for this purpose.
3. This Office would like to reiterate that it adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions are based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
4. This is for your information, guidance and compliance.

  
**OLGA C. ALONSABE**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
Under the following subjects:  
AUTHORITY                      PROCEDURE



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