

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

Office of the Schools Division Superintendent

January 22, 2025

DIVISION MEMORANDUM

No. 023, s. 2025

COMPOSITION OF SCHOOLS DIVISION PROVIDENT FUND SECRETARIAT

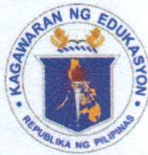
To: **All SDO Personnel**
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. In accordance with DepEd Order No. 37, 2018, Re: **Amendments and Additional Provisions to DepEd Orders No. 12, s. 2004 and 2007, and 52, s. 2017 (Revised Implementing Guidelines for the DepEd Provident Fund)**, the Schools Division Provident Fund will be composed of the following:

Chairperson	RANDOLPH B. TORTOLA, PhD., CESO V Schools Division Superintendent
Members	JEFFREY M. MARTINEZ Administrative Officer V Head, PF Secretariat MARICEL B. JANGAO, CPA Accountant III CHERRY LOU D. ASEQUIA Administrative Assistant III REMY JANE M. MACANA Administrative Assistant III

2. The Division Provident Fund Secretariat shall perform their functions and responsibilities in accordance with the Revised Implementing Guidelines.

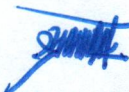




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3. This issuance shall adhere to the Equal Opportunity Principle wherein there is no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

4. For information and guidance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

PROVIDENT FUND SECRETARIAT

Acctg/CDA



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

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