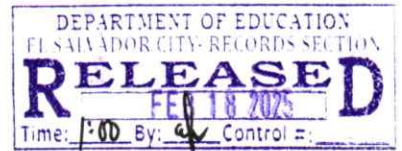




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

February 17, 2025

DIVISION MEMORANDUM
 No. 064, s. 2025

RECONSTITUTING THE DIVISION PROVIDENT FUND BOARD SECRETARIAT

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

- Pursuant to DepEd Order No. 37, s. 2018 , Amendments and additional provisions to DepEd Orders 12, s. 2004; 36, s. 2007; and 52, s. 2019, this office hereby announces the composition of the Division Provident Fund Board Secretariat as follows who shall perform the functions indicated opposite to their names:

Position	Name	Function
Chairperson	RANDOLPH B. TORTOLA Schools Division Superintendent	Approves loan applications and payments based on eligibility and fund availability
Head, PF Secretariat	JEFFREY M. MARTINEZ Administrative Officer V	Provides Supervision over the operations of the Secretariat ; reviews PF applications, verifies no administrative cases; and recommends approval
Member	MARICEL B. JANGAO, CPA Accountant III	Provides information and technical assistance to ensure that the utilization and disbursement of funds are maximized and compliant with government accounting rules and regulations; signs Provident Fund Financial Statements and Reports, Division Clearance and



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Member	<p style="text-align: center;">REMY JANE M. MARKINEZ Administrative Assistant III-Admin</p>	<p>Disbursement Vouchers</p> <p>Receives and processes loan applications; checks complete requirements and attachments; verifies the eligibility of the borrower and co-maker; prepares payroll; and performs other related functions as needed by PF Secretariat</p>
Member	<p style="text-align: center;">CHERRY LOU D. ASEQUIA Administrative Assistant III- Accounting</p>	<p>Provides financial data required , maintains book of accounts of Provident Fund, updates ledgers, prepared financial statements and status reports; prepares the Disbursement Voucher and perform other related functions as needed by PF Secretariat</p>

2. The Division Provident Fund Board Secretariat is tasked mainly to administer the operations of the fund, process provident fund loan applications as well as maintain records and documentation.
3. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based 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 Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
 Schools Division Superintendent

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



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