



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF BULACAN**

February 23, 2022

Division Memorandum  
No. 067 s. 2022

**AMENDMENT AND ADDITIONAL PROVISION TO DEPED ORDER NO.S 36, S. 2007 AND 037, S. 2018**  
(Prescribing the Maximum Loanable Amount and Delegation of Approving  
Authorities under DepEd Provident Fund Program)

To : Assistant Schools Division Superintendents  
SGOD and CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary, JHS and SHS Principals/OICs  
All Others Concerned

1. Pursuant to DepEd Order No. 003, s. 2022, titled Amendment and Additional Provision to DepEd Order Nos. 36, s. 2007 and 037, s. 2018, please be informed that SDO Bulacan shall implement the ceilings on Provident Fund Loan pursuant to the said DepEd Order effective March 01, 2022:

Type	Ceiling	
	From	To
a. Multi-purpose Loan	P100,000.00	P100,000.00
b. Additional Loan (for extreme cases)	P100,000.00	P200,000.00

2. Further, the approving authorities for the approval of said loans shall be as follows:

Multi-Purpose		Additional Loan	
Recommending Approval	Approval	Recommending Approval	Approval
Head, Schools Division PF Board Secretariat	Schools Division Superintendent	Schools Division Superintendent and Head, Regional PF Board Secretariat	Regional Director

3. Attached is DepEd Order No. 003, s. 2022 for reference.



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4. The Provident Multi-Purpose Loan Application form can be downloaded from the DepEd Bulacan website.
5. For information and wide dissemination.

  
**ZENIA G. MOSTOLES, EdD, CESO V**  
Schools Division Superintendent  




Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan  
Website: <https://bulacandeped.com> email: [bulacan@deped.gov.ph](mailto:bulacan@deped.gov.ph)



Republic of the Philippines  
Department of Education

17 FEB 2022

DepEd ORDER  
No. 003, s. 2022

**AMENDMENT AND ADDITIONAL PROVISION TO DEPED ORDER**

**NOS. 36, s. 2007 and 037, s. 2018**

(Prescribing the Maximum Loanable Amount and Delegation of Approving  
Authorities under DepEd Provident Fund Program)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. In view of the clamor of the Department of Education (DepEd) Regional Provident Fund (PF) Chapters to increase the ceilings on PF loans to assist DepEd personnel on their financial needs, below are the ceilings for each type of PF loan to be offered to them, as amendment to Paragraphs 1.b and 2.iv of DepEd Order (DO) No. 36, s. 2007 titled, Amendments and Addendum to DepEd Order No. 12, s. 2004 (Revised Implementing Guidelines for the DepEd Provident Fund).

Type	Ceiling	
	From	To
a. Multi-Purpose Loan	P100,000.00	P100,000.00
b. Additional Loan (for extreme cases)	P100,000.00	P200,000.00

2. The contractual interest rate for both types of PF loans shall be 6% per annum and may be paid from one to five years, depending on the capacity to pay by DepEd borrower which is subject to the net take-home pay requirement set under the Authorized Deductions, General Provisions of the Annual General Appropriations Act. Please refer to the enclosed matrix of monthly amortizations per amount of loan to be applied by DepEd personnel.

3. Moreover, the approving authorities for the approval of said loans per PF Chapter, as additional provision to DO 037, s. 2018 titled, Amendment and Additional Provision to DepEd Order Nos. 12, s. 2004; 36 s. 2007; and 52, s. 2017 (Revised Implementing Guidelines for DepEd Provident Fund), shall be as follows:

PF Chapter	Multi-Purpose Loan		Additional Loan	
	Recommending Approval	Approval	Recommending Approval	Approval
Central Office	Head, PF NBT Secretariat	Undersecretary for Finance	Head, PF NBT Secretariat	Undersecretary for Finance
Regional Office	Head, Regional PF Board Secretariat	Regional Director	Head, Regional PF Board Secretariat	Regional Director

PF Chapter	Multi-Purpose Loan		Additional Loan	
	Recommending Approval	Approval	Recommending Approval	Approval
Schools Division Office	Head, Schools Division PF Board Secretariat	Schools Division Superintendent	Schools Division Superintendent and Head, Regional PF Board Secretariat	Regional Director

4. All other provisions in the implementing guidelines on PF which are inconsistent with this **issuance** are amended while those that are not affected shall continue to be **effective**.

5. This Order shall take effect upon its publication in the DepEd website. Certified copies shall also be published in the Official Gazette and filed with the University of the Philippines Law Center (UP LC)-Office of the National Administrative Register (ONAR), UP Diliman, Quezon City.

6. For more information, please contact the **Employee Account Management Division, Provident Fund National Board of Trustees Secretariat**, 2nd Floor, Teodoro Alonzo Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [co.provident@deped.gov.ph](mailto:co.provident@deped.gov.ph) or at telephone number (02) 8633-7248.

7. 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, s. 2007; 52, s. 2017 and 037, s. 2018)

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

AMENDMENT  
AUTHORITY  
FUNDS  
POLICY  
PROVIDENT FUND  
RULES AND REGULATIONS



Republic of the Philippines  
Department of Education  
Provident Fund

Date Submitted:		Loan Application No.	
Loan Amount:	PhP	Purpose:	
Type of Loan:	Term:	<input type="checkbox"/> Educational	
<input type="checkbox"/> Multi-purpose		<input type="checkbox"/> Hospitalization/Medical	
<input type="checkbox"/> New	year/s	<input type="checkbox"/> Long Medication/Rehabilitation	
<input type="checkbox"/> Renewal		<input type="checkbox"/> House Arrears/Equity	
<input type="checkbox"/> Additional		<input type="checkbox"/> House Repair - Major	
		<input type="checkbox"/> House Repair- Minor	
		<input type="checkbox"/> Payment of Loans from Private Institutions	
		<input type="checkbox"/> Calamity	
		<input type="checkbox"/> Others (specify):	

Borrower's Information			Co-Maker's Information		
(Surname)	(First Name)	(M.I.)	(Surname)	(First Name)	(M.I.)
Home Address:			Home Address:		
Position:			Position:		
Employee No.:			Employee No.:		
Employment Status:			Employment Status:		
Office:			Office:		
Date of Birth:			Date of Birth:		
Age:			Age:-		
Monthly Salary: PhP			Monthly Salary: PhP		
Office tel. no.			Office tel. no.		
Years in Service:			Years in Service:		
Mobile no.			Mobile no.		
DepEd E-mail address:			DepEd E-mail address:		
Specimen Signatures:			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 instalments due based on the attached amortization schedule and bind myself with the terms and conditions of the loan as stipulated in the applicable guidelines of the DepEd Provident Fund. This document also serves as the 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.	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 Borrower over Printed Name	Signature of Co-Maker over Printed Name
Date	Date

CERTIFICATE OF EMPLOYMENT AND CREDIBILITY	
<b>Personnel Division/Unit:</b>  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.  VICTORIA O. MADRIGAL Signature over Printed Name Designation: Administrative Officer IV Date:	<b>Legal Service/Unit:</b>  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.  ATTY. ELMER D. LOPEZ Signature over Printed Name Designation: Attorney III Date:

# SECRETARIAT'S ASSESSMENT/EVALUATION

## A. Documents Submitted: (Two copies of each)

- |  |   |
|--|---|
| <input type="checkbox"/> Loan Application Form (LAF)<br><input type="checkbox"/> Authorization to Deduct<br><input type="checkbox"/> Latest copy of pay slip<br><input type="checkbox"/> Photocopy of DepEd ID<br><input type="checkbox"/> Approved Appointment (for <i>FIRST TIME</i> borrowers and <i>Co-terminus employees only</i> )<br><input type="checkbox"/> Document showing proof that the co-terminus employee has rendered at least 2 years service in DepEd, e.g. Notarized Contract of Service<br><input type="checkbox"/> Others (specify): _____ | <input type="checkbox"/> Additional documents for Additional Loan:<br><input type="checkbox"/> Letter request<br><input type="checkbox"/> Hospitalization/Medical Expenses a<br><input type="checkbox"/> Medical Abstract/Certificate/Prescription/Diagnosis<br><input type="checkbox"/> Barangay/LGU certificate/resolution declaring the borrower's place under State of Calamity |
|--|---|

Reviewed by: _____	Date: _____
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## B. Completeness and Veracity of Submitted Documents:

- ☐ Signed and completely filled out LAF  
☐ Complete supporting documents for type of loan applied for  
☐ Signatures on LAF are by authorized signatories

Reviewed by: _____	Date: _____
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## 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. Age: \_\_\_\_\_  
☐ Co-Maker will not reach the mandatory age retirement on or before the maturity of his/her loan. Age: \_\_\_\_\_

☐ Borrower has Outstanding PF Loan Balance:

- ☐ Current Loan Balance:  
☐ Past-Due Loans

Amount: PhP _____
Amount: PhP _____

☐ No. of Years/Months Past Due: \_\_\_\_\_

Year/s: _____	Month/s: _____
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- ☐ 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: \_\_\_\_\_ %

Verified by: _____	Date: _____
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## D. Computation of Loan:

Principal Amount of Loan _____ PhP _____	Net Take Home Pay after Deduction PhP _____
Less: Outstanding Balance of Loan to be Renewed _____	Monthly Amortization _____ PhP _____
Principal PhP _____	Period of Loan (mm/yy - mm/vy) _____
Interest _____	

Net Proceeds \_\_\_\_\_ PhP \_\_\_\_\_ Date Processed: \_\_\_\_\_

Processed by: ROSALYN B. DELA CRUZ  
 Signature over Printed Name  
 (PF Secretariat)

Remarks:

Reviewed by: AGNES M. SEIFNEZHAD  
 Signature over Printed Name  
 (Head, PF Secretariat)

## ACTION TAKEN:

### Recommending Approval:

- ☐ Approved  
☐ Disapproved

ROWENA T. QUIAMBAO, CESE

Head, PF Secretariat  
 Signature over Printed Name

Date: \_\_\_\_\_

ZENIA G. MOSTOLES, EdD.,CESO V

Chairperson of the Board  
 Signature over Printed Name

Date: \_\_\_\_\_