



Republic of the Philippines
Department of Education
Region III

SCHOOLS DIVISION OF BULACAN

September 28, 2022

DIVISION MEMORANDUM
No. 336, s. 2022

FOCUS GROUP DISCUSSION OF THE DELINQUENT PROVIDENT LOANS AS OF AUGUST 31, 2022

To: Assistant Schools Division Superintendents
Division Chiefs
Head of SDO Accounting Unit
Elementary and Secondary School Heads of the Concerned Schools
All Others Concerned

1. This is to inform all concerned of the focus group discussion regarding the Delinquent Provident Loans of SDO Bulacan as of August 31, 2022 which shall take place on Thursday, October 13, 2022 at 8:00am to 5:00pm at the SDO Bulacan Conference Hall.
2. The objectives of the activity are:
 - 2.1. To gather an in-depth understanding into the current and prospective actions and plans in addressing the problems of delinquent provident fund loans receivable.
 - 2.2. To build an effective collection strategy of the provident fund loans receivable.
 - 2.3. To create awareness on the benefits of obtaining provident fund loans.
3. The participants who shall attend the FGD are instructed to provide a brief discussion about the details in the outstanding provident fund loans of employees from their respective offices/schools and what actions were undertaken to improve the collection efficiency.
4. The attached enclosures contain the following:
 - 4.1. List of Expected Participants
 - 4.2. Program Matrix
5. The meals of the participants shall be charged to the SDO MOOE Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.


ZENIA G. MISSTOLES, EdD, CESO V
Schools Division Superintendent



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
Region III

SCHOOLS DIVISION OF BULACAN

Enclosure No.1 Division Memorandum No. 336s.2022

List of Expected Participants in the Focus Group Discussion of the Delinquent Provident Loans

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent

AGNES M. SEIFNEZHAD, CPA, MBA, CB
Division Accountant

JOSEFINA S. PEDROCHE
Administrative Officer V – General Services

Administrative Staff from SDO Accounting Unit:
ROSALYN B. DELA CRUZ
ROWEL A. REYES
MARICRIS S. ISIP

Administrative Assistant/Bookkeeper from the Districts of:
Paombong
Bocaue
Sta. Maria

Accountant/ADAS/Bookkeepers from Techvoc Schools:
AFG Bernardino Memorial Trade School
Balagtas National Agricultural High School
Fortunato F. Halli Nat'l Agricultural School
Guiguinto National Vocational High School
Obando School of Fisheries
San Rafael National Trade School

Administrative Assistant/Bookkeeper from the following Autonomous Schools:
Binagbag National High School
CF Gonzales High School
FVR National High School
Sta. Peregrina High School
Pulong Buhangin National High School





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

Enclosure No.2 Division Memorandum No. 336 s.2022

Program Matrix

8:00am – 8:30am	Registration/ Breakfast
8:30am – 9:30am	OPENING PROGRAM <ul style="list-style-type: none">• Philippine National Anthem/ Nationalistic Song• Prayer• Bulacan Hymn• Statement of Purpose and Welcome Remarks: ROWENA T. QUIAMBAO, CESE Assistant Schools Division Superintendent
9:30am – 10:30am	Discussion of the General Overview of the Collection Efficiency of SDO Bulacan Provident Fund Loans Receivable AGNES M. SEIFNEZHAD, CPA, MBA, CB Division Accountant
10:30am – 12:00nn	Discussion of the status of Outstanding Balances of Provident Fund Loans Participants
12:00nn – 1:00pm	LUNCH BREAK
1:00pm – 4:30pm	Discussion of the status of Outstanding Balances of Provident Fund Loans Participants
4:30pm – 5:00pm	Synthesis and Closing Remarks JOSEFINA S. PEDROCHE Administrative Officer V – General Services



Provincial Capitol Compound, Brgy. Guinhawa, City of Malolos, Bulacan
website: <https://bulacandeped.com> email: bulacan@deped.gov.ph