



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
 Superintendent

1 MARCH 2024

DIVISION MEMORANDUM
 No. 129 s. 2024

RECONSTITUTING THE DIVISION PROVIDENT FUND BOARD SECRETARIAT

To: **All Division Office and Field Personnel**
 All Others Concerned

1. 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 reconstitution of the Division Provident Fund Board Secretariat as follows who shall perform the functions indicated opposite to their respective names:

Position	Name	Function
Head, PF Secretariat	JANICE LOURDES S. RESURRECCION Administrative Officer V – Admin	Provides supervision over the administrative operations of the Secretariat; reviews PF applications, verifies no administrative cases; recommends approval; sign Box D “Reviewed by”.
Asst. Head	MARK LORREN T. TEJANO, MBA Administrative Officer V – Finance Budget Officer III	Assists the PF Head Secretariat in the supervision over the finance operations of the Provident Fund; signs Provident Loan Balance Certification, Billing Reports, Stoppage Form and Clearance
Member	ATTY. ELMAR G. ANOC, 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 Disbursement Vouchers
Member	MARIFE T. BAHIAN Administrative Aide III, Admin	Receives and processes loan applications; checks complete requirements and attachments; signs Box A and Box B; performs other related functions as needed by PF Secretariat.
Member	NUR MUHAMMAD A. MAPANDI ALDREICH LOIS A. GENITA Provident Fund Bookkeepers	Provides financial data required in Boxes C and D, maintains book of accounts of Provident Fund, updates ledgers, prepares financial statements and status reports; performs general clerical and frontliner duties and performs other related functions as needed by PF Secretariat

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. Immediate dissemination of and strict compliance with this Memorandum is directed.


EDILBERTO L. OPLENARIA, EdD, CESO V
 Schools Division Superintendent

Encls.: None

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

AMENDMENTS POLICY PROVIDENT FUND

provident-sec | mltt



Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
 Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
 Website: www.depedmisor.com
 Email: misamis.oriental@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

1 MARCH 2024

DIVISION MEMORANDUM

No. 129 s. 2024

RECONSTITUTING THE DIVISION PROVIDENT FUND BOARD SECRETARIAT


To: **All Division Office and Field Personnel**
All Others Concerned

1. 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 reconstitution of the Division Provident Fund Board Secretariat as follows who shall perform the functions indicated opposite to their respective names:

Position	Name	Function
Head, PF Secretariat	JANICE LOURDES S. RESURRECCION Administrative Officer V – Admin	<i>Provides supervision over the administrative operations of the Secretariat; reviews PF applications, verifies no administrative cases; recommends approval; sign Box D "Reviewed by".</i>
Asst. Head	MARK LORREN T. TEJANO, MBA Administrative Officer V – Finance Budget Officer III	<i>Assists the PF Head Secretariat in the supervision over the finance operations of the Provident Fund; signs Provident Loan Balance Certification, Billing Reports, Stoppage Form and Clearance</i>
Member	ATTY. ELMAR G. ANOC, CPA Accountant III	<i>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 Disbursement Vouchers</i>
Member	MARIFE T. BAHIAN Administrative Aide III, Admin	<i>Receives and processes loan applications; checks complete requirements and attachments; signs Box A and Box B; performs other related functions as needed by PF Secretariat.</i>
Member	NUR MUHAMMAD A. MAPANDI ALDREICH LOIS A. GENITA Provident Fund Bookkeepers	<i>Provides financial data required in Boxes C and D, maintains book of accounts of Provident Fund, updates ledgers, prepares financial statements and status reports; performs general clerical and frontliner duties and performs other related functions as needed by PF Secretariat</i>

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. Immediate dissemination of and strict compliance with this Memorandum is directed.


EDILBERTO L. OPLENARIA, EdD, CESO V
Schools Division Superintendent

Encls.: None

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

AMENDMENTS POLICY PROVIDENT FUND

provident-sec | mltt



Address: Del Pilar - Velez St., Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.depedmisor.com
Email: misamis.oriental@deped.gov.ph

