



Republic of the Philippines
Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Enclosure to DM-OSDS-AO No. 122 s., 2026

CRISPIN A. SOLIVEN JR., CESO V
Schools Division Superintendent
DepEd- Sultan Kudarat Division

Thru: **MELVIN P. FORTUNA**
Administrative Officer V
Division Provident Fund Secretariat- Head

Subject: **Request for Moratorium on Provident Fund Loan Deduction**

Dear Sir,

I respectfully request the grant of a moratorium on the salary deduction of my Provident Fund Loan for a period of six (6) months, beginning **July 2026** and ending **December 2026**.

Due to temporary financial difficulties brought about by earthquake, I am experiencing challenges in meeting my current financial obligations. Granting this request would provide me with the necessary relief to manage my finances and address my immediate needs.

I assure you that I will remain committed to fulfilling my loan obligations. That I commit to refrain from submitting loan applications to Private Lending Institutions (PLIs) and Government Financial Institutions (GFIs) considering the status of my current Provident Fund Loan account.

Thank you for your understanding and assistance.

Respectfully yours,

[Signature]
[Name of Employee]

Position: _____
School/ Office: _____
District/ Municipality: _____
Employee No.: _____
Contact Number: _____
Email Address: _____

MPF/OSDS-AO/DM-Implementation of the Six (6)-Month Moratorium on Provident Fund Loan Payments/June 25, 2026



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