Republic of the Philippines
Department of Education
REGION XII
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
RECORDS SECTION
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DIVISION MEMORANDUM
OSDS No. 196 s. 2026

RECONSTITUTION OF THE DIVISION PROVIDENT FUND SECRETARIAT (DPFS)

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Public Elementary and Secondary School Administrators
All others concerned
This Division

1. Pursuant to the Regional Memorandum AD No. 12, s. 2021 titled "Guidelines on the Administration and Management of Provident Fund at the Schools Division Offices (SDOs)" and DepEd Order No. 008, s. 2022 titled (Revised Signing Authorities on Provident Fund Loans", this office hereby reconstitutes the composition of the **Division Provident Fund Secretariat (DPFS).**

2. The following officials and personnel shall constitute the Division Provident Fund Secretariat (DPFS) and hereby designated as:

Head : **MELVIN P. FORTUNA**
Administrative Officer V (Admin Services)

Member : **ERWIN P. SOROYSOROY**
OIC-Accountant III

: **NIDA P. CLAUDIO**
Administrative Officer V (Budget)

: **ROWENA JESETTE S. VILLA**
Administrative Officer IV (Personnel)

: **LIZA B. ROMALLOSA**
Administrative Officer IV (Cash)

Technical Working Group : **WENDY P. PORRAS**
Administrative Officer II (PSU)

: **JOEY S. CAJANDIG**
Administrative Assistant III (PSU)

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: **RENALYN M. LANDERIO**
Administrative Assistant III (Loan Verifier)

: **ELA MAE P. FORTUNA**
Administrative Assistant III (Accounting)

: **SULPICIO P. LAÑADA, JR.**
Administrative Assistant I (Budget)

3. The **DPFS** shall observe and ascertain the delivery of the succeeding tasks:

   a) Implement the policies, rules and regulations promulgated by the National Board of Trustees in the best and most suitable manner to efficiently and effectively address the needs and concerns of the teachers and employees in the division.
   b) Administer, supervise and monitor the operations of the fund at the division level.
   c) Accept, evaluate and verify all provident fund applications to ensure compliance

4. The Administrative Officer V (Admin Services) shall recommend for the approval/ disapproval of the loan applications to the Schools Division Superintendent as the Chairperson. The Assistant Schools Division Superintendent will serve as the Co-Chairperson and shall be the alternate signatory of the Schools Division Superintendent.

5. For the information and strict compliance of all concerned.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects

DIVISION PROVIDENT FUND RECONSTITUTUON SECRETARIAT

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