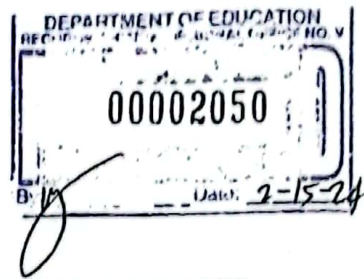




Republic of the Philippines
Department of Education
REGION V - BICOL



12 February 2024

REGIONAL MEMORANDUM

No. ____, s. 2024

000163

IMPLEMENTATION OF FIRST-IN, FIRST SERVED POLICY ON LOANS
GRANTED BY GSIS AND HDMF, INCLUDING PROVIDENT FUND

To : Schools Division Superintendents
All Concerned

1. This refers to the recently issued instructions by DepEd under **MEMORANDUM OUF-OUA-2024-001** dated January 31, 2024 entitled **PRIORITIZATION OF DEDUCTIONS ON A FIRST-IN-FIRST SERVED (FIRS) BASIS PER FY 2024 GENERAL APPROPRIATIONS ACT (GAA 2024)**.
2. Cursory reading of the Section 56 of GAA 2024 otherwise known as Authorized Deductions of the General Provisions of the FY 2024 General Appropriations Act, it provides that GSIS, HDMF and Provident Loans are no longer categorized as Priority or Preferred Deductions, hence their stature per GAA 2024 is deemed akin to that of an ordinary Private Lending Institutions (PLIs).
3. For these reasons, GSIS, HDMF and Provident Billings must be submitted within the prescribed period of submission and only **NEW ACCOUNTS** that will take effect for the current month should be submitted on text file format to the Payroll Services.
4. The Payroll Services on the other hand, shall record the acceptance of the billings from the creditors aforementioned, including PLIs. It shall indicate the day and time of submission in adherence to the First-In-First Served Policy. Late submission may result in the queuing of billings under the un-deducted obligations should the net take home of the of the borrowers will be affected.
5. On the part of the **AAOs**, whose task is to approve or disapprove GSIS Loan Applications, **they are enjoined to communicate and to see personally the verifier's ledger of the Verifiers** in order to avoid bumping off of loans which are already queued. While **Verifiers** are also **enjoined to communicate and determine personally the queued GSIS Loans to avoid the same result.**
6. The same rule also applies to approvers of HDMF and Provident Loans.



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7. The foregoing suggests that approval and confirmation of loans do not rely primarily on the Net Take Home Pay of the borrowers appearing on the Payslip but rather on the queuing of loans subject of deductions. In short, the actions of AAOs and Verifiers are not discretionary. They need to exercise due diligence in acting in all applications for loans. Failure on the part of the AAOs and Verifiers to exercise the degree of diligence required of them, they may be held administratively liable under existing rules or civilly liable for damages.

8. Meanwhile, the system update provided by the ICTS was forwarded to this Office's Payroll Services this February, this Office opted to implement the same for March salary.


GILBERT B. SADSAD
Regional Director

AD-PSU/sdjvii
02/12/2024

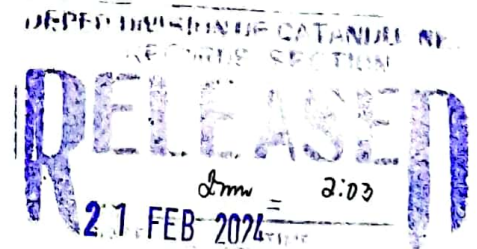


Republic of the Philippines
Department of Education
Region V – Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES

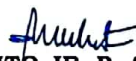
February 21, 2024

TO: Public Schools District Supervisors
Elementary and Secondary School Heads
All Administrative Officer IV
All Verifier's and AAO's
All Others Concerned

For information, guidance and strict compliance.



By the Authority of the Schools Division Superintendent:


ATTY. NORLITO JR. P. AGUNDAY
Legal Officer III
Officer-in Charge



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