



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

March 10, 2022

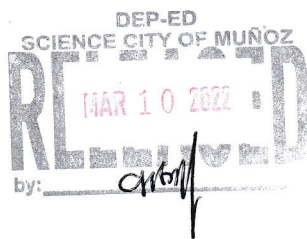
DIVISION MEMORANDUM

No. 156 s. 2022

TEMPORARY USE OF VERIFIERS' LEDGER IN MS EXCEL FORMAT

To: Designated Division Loan Verifier
Designated School Loan Verifiers (IU's)
Designated Agency Authorized Officers (AAOs)
All Others Concerned

1. Pursuant to Memorandum OUF-2022-0132 issued by USEC Annalyn M. Sevilla, Undersecretary for Finance and in line with the implementation of DepEd Order No. 004, s. 2022, entitled Extension of Loan Terms of Payment under the Department's Automatic Payroll Deduction System Program, and designated Verifiers may temporarily use the verifier's ledger in MS Excel format that can be downloaded through this Google Drive link bit.ly/3MjYw06 in the verification process of the resulting Net Take-Home Pay (NTHP) of DepEd borrowers.
2. It is also reminded that instructions specified in previous issuances with regard to the verification process flow to be followed by AAOs and Verifiers including the non-discretionary assessment of resulting NTHP of the borrower remain to be strictly enforced that no loan application shall be recommended for approval if the borrower has no capacity to pay based on the evaluation.
3. For information and compliance.




DANTE G. PARUNGAO, CESO VI
Schools Division Superintendent

