



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 February 2026

DIVISION MEMORANDUM
No. 120 s. 2026

**IMPLEMENTATION OF REVISED MODE OF RELEASE
FOR PROVIDENT LOAN PROCEEDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the institution's continuing efforts to enhance operational efficiency, accountability, and security in loan transactions, please be advised that effective **March 1, 2026**, a **revised mode of release for loan proceeds** shall be implemented. Henceforth, loan proceeds shall be released through any of the following authorized modes:

- a. **Release through Check, or**
- b. **Auto-Debit Arrangement (ADA) to the Borrower's Authorized LBP Account**

2. In this regard, in-charge of Provident Loan are hereby directed to strictly observe the following guidelines:

- a. Ensure that borrowers clearly indicate their **preferred mode of loan proceeds release** during loan application and processing.
- b. For releases through auto-credit/auto-debit, confirm that the borrower maintains a **valid and active LBP account** and has duly accomplished the required **authorization and supporting documents**.
- c. Validate the **accuracy and completeness of all account and borrower information** prior to endorsement for loan release.
- d. Properly inform borrowers of the revised release procedures and the corresponding documentary requirements.

3. For information and guidance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: None

Reference: None

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

RELEASE OF PROVIDENT LOAN PROCEEDS

Cash-implementation of revised mode of release for provident loan proceeds
CSH4LPTF-000827/February 19, 2026