



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

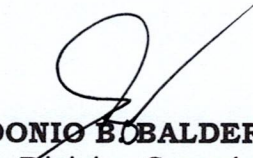
05 June 2023

DIVISION MEMORANDUM
No. 269 s. 2023

**REITERATION OF MEMORANDUM DATED 17 AUGUST 2020 ENTITLED
“VERIFICATION OF LOAN AMORTIZATIONS TO BE INCORPORATED IN THE
PAYROLL FOR SALARIES OF DEPED PERSONNEL”**

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

1. Relative to DepEd Regional Memorandum No. 292, s. 2023 dated May 29, 2023, a “Reiteration of Memorandum dated 17 August 2020 entitled “Verification of Loan Amortizations to be Incorporated in the Payroll for Salaries of DepEd Personnel”, please be reminded that the assessment made by the Agency Authorized Officers (AAOs-for GSIS loans), loan endorsers (for Pag-Ibig loans) and DepEd Loan Verifiers shall be non-discretionary.
2. They shall not recommend loan approval to GSIS/Pag-Ibig/LBP/PLIs, if upon assessment, the resulting loan amortization will reduce the employee’s monthly net take home pay (NTHP) to an amount lower than Five Thousand Pesos (P5,000.00).
3. Immediate dissemination and strict compliance are desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: RM No. 292 s. 2023
OUF No. 2020-718
Reference:

OSDS-Admin- Reiteration of RM No. 292 s. 2023
None/June 05, 2023



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depeditayabas.com/>