



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM

No. 1259, s. 2026

OCT 29 2026

To: Schools Division Superintendent of Negros Occidental
All Others Concerned

**INVITATION TO THE WORKSHOP ON THE REVISED DEPED PROVIDENT
FUND IMPLEMENTING GUIDELINES AND OPERATIONAL PROCESSES**

1. This Office, through the Finance Division, disseminates the attached **OUF Memorandum No. 2026-2507 dated October 21, 2026**, issued by Armando C. Ruiz, Director IV and Officer-in-Charge, Office of the Undersecretary for Finance, entitled **"Invitation to the Workshop on the Revised DepEd Provident Fund Implementing Guidelines and Operational Processes,"** which is scheduled on November 9–12, 2026, within Metro Manila, with the venue to be announced separately.
2. The workshop aims to review and harmonize existing DepEd Provident Fund policies and operational processes, address implementation gaps, and develop proposed revised implementing guidelines. Participants shall be personnel directly involved in the administration, processing, verification, and management of Provident Fund transactions and related activities, with sufficient knowledge and capacity to provide technical inputs and recommendations.
3. The following are the participants from this Region:

NAME	POSITION/DESIGNATION	STATION
RAQUEL ANGELINO	Administrative Assistant III (ADAS III)	SDO Negros Occidental
JEAN MARY JOY R. ABELLO	Accountant II	DepEd NIR – Finance Division



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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM

OUF-2026- 2567

October 21, 2026

FOR : ALL REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS OF ALBAY,
CAVITE CITY, LAS PIÑAS CITY, NEGROS OCCIDENTAL, NUEVA
ECIJA, PANGASINAN I, SAN JOSE CITY, SOUTH COTABATO,
TACLOBAN CITY, TARLAC CITY, TUGUEGARAO CITY, AND
ZAMBOANGA SIBUGAY

FROM : ARMANDO C. RUIZ
Director IV
Officer-in-Charge, Office of the Undersecretary for Finance

SUBJECT : INVITATION TO THE WORKSHOP ON THE REVISED DEPED
PROVIDENT FUND IMPLEMENTING GUIDELINES AND OPERATIONAL
PROCESSES

The Finance Service, through the Employee Account Management Division (FS-EAMD), invites representatives from the Regional Offices (ROs) and selected Schools Division Offices (SDOs) to participate in the **Workshop on the Revised DepEd Provident Fund (PF) Implementing Guidelines and Operational Processes with the Regional Provident Fund Chapters** on November 09-12, 2026, within Metro Manila (venue to be announced on a separate advisory).

The workshop will bring together representatives from the Regional Offices (ROs) and selected Schools Division Offices (SDOs) to review and harmonize existing DepEd PF policies and operational processes, address implementation gaps, and develop a consolidated set of revised PF implementing guidelines.

Specifically, the workshop aims to:

1. Review and consolidate existing PF issuances into a coherent, and harmonized policy framework;
2. Identify and refine outdated, redundant, inconsistent, or impractical provisions based on current policies and actual implementation;
3. Gather inputs and recommendations from Regional PF Chapters and concerned offices to improve PF policies and processes;
4. Ensure alignment with applicable government accounting, auditing, budgeting, and fiscal rules and regulations;
5. Strengthen PF governance, reporting, monitoring, and compliance mechanisms;
6. Harmonize PF operational processes across the Central, ROs, SDOs, and Implementing Unit Secondary Schools; and
7. Develop the proposed revised DepEd PF implementing guidelines.

The designated participants shall be personnel who are directly involved in the administration, processing, verification, and management of PF transactions and related activities; have sufficient knowledge of existing PF policies, procedures, and operational



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processes; and are able to provide technical inputs, recommendations, and operational feedback during the workshop. Kindly refer to the attached **Annex A** for the corresponding number of participants per office.

The accommodation and meal arrangements for the duration of the workshop are as follows:

	DAY 0 (Nov. 9)	DAY 1 (Nov. 10)	DAY 2 (Nov. 11)	DAY 3 (Nov. 12)
Accommodation				
Check-in	2:00 PM			
Check-out				12:00 PM
Meals				
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	
Dinner	✓	✓	✓	

The designated participants are requested to register through the link provided below using their official DepEd email addresses **on or before October 31, 2026**. Each office shall ensure that the number of registered participants does not exceed its allotted slots.

Registration Link: **<https://tinyurl.com/PFWorkshopRegistration>**

Travel expenses of the participants shall be charged against the respective local funds of the ROs and SDOs, subject to existing budgeting, accounting, and auditing rules and regulations.

For further details and inquiries, please contact FS-EAMD through email at **fs.eamd@deped.gov.ph** or **Ms. Racel Anne V. De Guzman** through Viber at **0992 856 1094**.

The Indicative Program of the workshop is attached for reference.

For the information and guidance of all concerned.



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OFFICE OF THE UNDERSECRETARY FOR FINANCE

Annex A

**NUMBER OF PARTICIPANTS PER OFFICE FOR THE WORKSHOP ON THE REVISED
DEPED PROVIDENT FUND IMPLEMENTING GUIDELINES AND
OPERATIONAL PROCESSES**

November 09-12, 2026, within Metro Manila

I. REGIONAL OFFICE PROPER

OFFICE	NO. OF PARTICIPANTS
NCR	2
CAR	1
Region I	2
Region II	2
Region III	2
Region IV-A	1
Region IV-B	1
Region V	1
Region VI	1
NIR	1
Region VII	1
Region VIII	1
Region IX	1
Region X	1
Region XI	1
Region XII	1
CARAGA	1
TOTAL	21

II. SELECTED SCHOOLS DIVISION OFFICES

OFFICE	NO. OF PARTICIPANTS
Albay	1
Cavite City	1
Las Piñas City	1
Negros Occidental	1
Nueva Ecija	1
Pangasinan I	1
San Jose City	1
South Cotabato	1
Tacloban City	1
Tarlac City	1
Tuguegarao City	1
Zamboanga Sibugay	1
TOTAL	12



Republic of the Philippines
Department of Education
EMPLOYEE ACCOUNT MANAGEMENT DIVISION

WORKSHOP ON THE REVISED DEPED PROVIDENT FUND GUIDELINES AND OPERATIONAL PROCESSES WITH REGIONAL PF CHAPTERS

November 09–12, 2026, within Metro Manila

TENTATIVE PROGRAM FLOW

TIME	SEGMENT/TOPIC
DAY 0 – NOVEMBER 09, 2026	
ARRIVAL AND REGISTRATION OF PARTICIPANTS	
DAY 1 – NOVEMBER 10, 2026	
8:30 AM – 9:00 AM	PRELIMINARIES
9:00 AM – 9:10 AM	OPENING REMARKS
9:10 AM – 9:20 AM	RATIONALE AND OBJECTIVES OF THE PROGRAM
9:20 AM – 10:20 AM	PRESENTATION OF EXISTING PF POLICIES AND PROCESSES Presentation and mapping of existing PF policies, guidelines, Board Resolutions, related issuances, and processes.
10:20 AM – 10:50 AM	PRESENTATION OF LOAN MANAGEMENT SYSTEM (LMS) Presentation of the offline and web-based LMS, including key procedures.
10:50 AM – 11:00 AM	HEALTH BREAK
11:00 AM – 12:00 NN	PRESENTATION ON KEY CONSIDERATIONS IN POLICY GUIDELINES DEVELOPMENT Discussion of important points and practical tips in developing clear and effective policy guidelines.
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 3:00 PM	WORKSHOP ACTIVITY: SITUATIONAL AND OPERATIONAL ASSESSMENT OF PF IMPLEMENTATION Group discussion of Issues, Gaps, Implementation Concerns, Operational Challenges, and Best Practices.
3:00 PM – 5:00 PM	PRESENTATION OF WORKSHOP OUTPUTS Identification and discussion of key issues, concerns and best practices.
DAY 2 – NOVEMBER 11, 2026	
8:30 AM – 9:00 AM	PRELIMINARIES
9:00 AM – 9:10 AM	DAY 1 RECAP
9:10 AM – 10:30 AM	WORKSHOP ACTIVITY: DRAFTING OF PROPOSED REVISIONS TO THE DEPED PROVIDENT FUND GUIDELINES Group workshop on the formulation of proposed provisions to address identified policy and process gaps.
10:30 AM – 10:40 AM	HEALTH BREAK
10:40 AM – 12:00 NN	WORKSHOP ACTIVITY: DRAFTING OF PROPOSED REVISIONS TO THE DEPED PROVIDENT FUND GUIDELINES Continuation of group workshop.
12:00 NN – 1:00 PM	LUNCH BREAK



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TIME	SEGMENT/TOPIC
1:00 PM – 2:30 PM	WORKSHOP ACTIVITY: DRAFTING OF PROPOSED REVISIONS TO THE DEPED PROVIDENT FUND GUIDELINES Continuation of group workshop.
2:30 PM – 5:00 PM	PRESENTATION OF PROPOSED REVISIONS TO THE PF GUIDELINES Presentation of group outputs and proposed revisions to PF policies and processes for discussion, and validation.
DAY 3 – NOVEMBER 12, 2026	
8:30 AM – 9:00 AM	PRELIMINARIES
9:00 AM – 9:10 AM	DAY 2 RECAP
9:10 AM – 10:10 AM	PRESENTATION OF THE INITIAL DRAFT OF PF IMPLEMENTING GUIDELINES Presentation of the initial draft incorporating the proposed provisions based on the consolidated workshop outputs.
10:10 AM – 11:30 AM	OPEN FORUM Discussion of questions, clarifications, concerns, and recommendations on the proposed revisions to the PF Guidelines and processes.
11:30 AM – 12:00 NN	WAYS FORWARD AND CLOSING Discussion of agreed actions, next steps, and timelines for the finalization of the revised PF Guidelines, followed by the closing of the workshop.
12:00 NN – 1:00 PM	LUNCH BREAK