



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 421, s. 2026

APR 28 2026

To: Schools Division Superintendents  
All Others Concerned

**SUBMISSION OF REPORT ON OUTSTANDING LOAN RECEIVABLES UNDER  
DEPED PROVIDENT FUND**

1. Attached is Memorandum OASF-2026-938 dated April 20, 2026, issued by ATTY. EDSON BYRON K. SY, Assistant Secretary for Finance, Officer-in-Charge, Office of the Undersecretary for Finance, regarding the **Submission of Report on Outstanding Loan Receivables (OLR) under the DepEd Provident Fund**.
2. In line with DepEd Order No. 12, s. 2004, all Schools Division Offices (SDOs), including schools, are directed to submit reports on Outstanding Loan Receivables (OLR). The submission shall now be on a quarterly basis using the prescribed templates provided in the attached Memorandum.
3. The Schools Division Offices are hereby instructed to:
  - ensure the timely preparation and submission of the required reports; and
  - submit the accomplished reports to this Office for consolidation.
4. This Office, through the Finance Division, shall consolidate all submissions and forward the same to the Finance Service – Employee Account Management Division (FS-EAMD) on or before **April 30, 2026**, as required.
5. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

SMYL/FD-RM/ SUBMISSION OF REPORT ON OUTSTANDING LOAN RECEIVABLES UNDER DEPED PROVIDENT FUND/APRIL 28,2026



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website:

<https://sites.google.com/deped.gov.ph/nir/home>



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

---

**MEMORANDUM**  
**OASF-2026- 938**  
**April 20, 2026**

**FOR : ALL DEPED REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

**FROM : ATTY. EDSON BYRON K. SY**  
Assistant Secretary for Finance  
Officer-in-Charge  
Office of the Undersecretary for Finance

**SUBJECT : SUBMISSION OF REPORT ON OUTSTANDING LOAN RECEIVABLES**  
**UNDER DEPED PROVIDENT FUND**

---

Pursuant to DepEd Order No. 12, s. 2004, Section XII.1, which mandates the National Board of Trustees to prepare and submit an annual report on the over-all operations of the Fund and its financial condition and status on or before the end of the first quarter of the following year, all concerned offices, from the Regional Offices and Schools Division Offices (SDOs) (including schools) are hereby directed to submit reports on Outstanding Loan Receivables (OLR) under the Provident Fund.

To strengthen reporting and monitoring mechanisms, the submission of the said report shall now be required on a quarterly basis, using the prescribed templates attached as Annexes A and B, or which may be accessed through this link: <https://tinyurl.com/ANNEXES-A-and-B-PF-OLR>.

The Regional Offices shall consolidate the reports from SDOs (including schools) under their respective jurisdictions prior to submission to the Finance Service-Employee Account Management Division (FS-EAMD) through [co\\_provident@deped.gov.ph](mailto:co_provident@deped.gov.ph), copy furnish [fs.ad@deped.gov.ph](mailto:fs.ad@deped.gov.ph), on or before April 30, 2026.

The submitted reports will serve as inputs for the regular quarterly meetings of the Provident Fund National Board of Trustees (PFNBT).

Immediate dissemination and compliance with this Memorandum are hereby directed.



Republic of the Philippines  
**Department of Education**

**PROVIDENT FUND**  
**OUTSTANDING LOAN RECEIVABLES (OLR)**  
**AS OF THE \_\_\_ QUARTER- Month xx to Month, 20xx**

Region/ Schools Division Office (including schools; if any)	Total Number of Borrowers	Total Number of Loans	LOAN RECEIVABLES		TOTAL LOAN RECEIVABLES
			Current	Past Due	
ROP _____					
SDO _____					
<b>Total</b>					

Prepared by:

Reviewed by:

\_\_\_\_\_  
SIGNATURE ABOVE PRINTED NAME  
POSITION

\_\_\_\_\_  
SIGNATURE ABOVE PRINTED NAME  
REGIONAL OFFICE DIRECTOR/  
PF REGIONAL BOARD CHAIRMAN

