



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

**REGIONAL MEMORANDUM**

No. 630, s. 2026

JUN 24 2026

**CONSTITUTION OF THE REGIONAL OFFICE AUTOMATIC PAYROLL  
DEDUCTION SYSTEM (APDS) TASK FORCE PURSUANT TO  
DEPED ORDER NO. 20, S. 2021**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. In compliance with DepEd Order No. 20, s. 2021, titled "Enhancement Guidelines on Accreditation/Re-Accreditation of Private Entities under the Automatic Payroll Deduction System Program in the Department of Education," the Regional Office Task Force is hereby constituted with the following composition:

Chairperson	<b>ROMEO S. SANCHEZ JR., MPA</b> Chief, Administrative Division
Vice-Chair	<b>MA. JENNIFER P. PIDOS, CPA</b> OIC-Chief, Finance Division
Members	<b>ATTY. JASPER TADEO I. TUALA</b> Supervising Administrative Officer
	<b>ANNE MARGARETH T. BUSMEON, CPA</b> Accountant III, Finance Division
	<b>JEAN MARY JOY R. ABELLO, CPA</b> Accountant II, Finance Division
	<b>ATTY. RONALD P. VILLANUEVA</b> OIC-Attorney IV, Legal Unit
Secretariat	<b>LUSERLYN A. SONJACO</b> Administrative Officer II, Administrative Division
	<b>ALLEAH JOY C. GEDURIAGAO</b> Administrative Officer II, Finance Division



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2. The APDS Task Force shall have the following responsibilities:
  - 2.1 Validate the existence of the offices or branches of entities during the application stage and whenever necessary. To facilitate and expedite the validation process, the services of the Schools Division Office (SDO) nearest to the entity's office or branch may be tapped. The Validation Report shall be supported by appropriate proof of the existence of the office, such as photographs of the office premises and its personnel, and shall be duly signed by the members of the Regional APDS Task Force;
  - 2.2 Conduct spot checks, monitoring, and other appropriate activities to ensure the compliance of entities with applicable rules, regulations, and the terms and conditions of their accreditation;
  - 2.3 Submit annual reports to the Undersecretary for Finance on the compliance of accredited entities with the Terms and Conditions of Accreditation (TCAA) on or before the end of February of every year;
  - 2.4 Monitor the submission of annual documentary requirements by school-based cooperatives;
  - 2.5 Monitor the compliance of designated DepEd Verifiers, Authorized Agency Officers for GSIS loans, and Pag-IBIG Loan Endorsers with the requirements stipulated under the General Provisions of the annual General Appropriations Act (GAA) concerning the resulting Net Take-Home Pay of DepEd borrowers applying for loans under the Automatic Payroll Deduction System (APDS);
  - 2.6 Conduct investigations, fact-finding activities, meetings, and/or mediation proceedings, as necessary, to address issues raised by various stakeholders, and submit corresponding reports and/or recommendations to the Undersecretary for Finance for centrally accredited entities and to the Regional Director for school-based cooperatives; and
  - 2.7 Perform other tasks as may be assigned by the Secretary or the Undersecretary for Finance.
3. Immediate dissemination of this Memorandum is desired.

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

Encl.: As stated  
Reference: As stated

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

EMPLOYEE

OFFICIALS

PAYROLL

POLICY



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