



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 16 2024

**DIVISION ADVISORY**  
**NO. 012 s. 2024**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Other Concerned

The DepEd Central Office has received complaints indicating that certain entities already accredited under the Department's Automatic Payroll Deduction System (APDS) Program are still being compelled by various implementing unit secondary schools to enter into a distinct memorandum of agreement (MOA) for the settlement of financial obligation to be incorporated in their payroll and be deducted from the salaries of DepEd personnel.

Pursuant to the DepEd Order No. 20, s. 2021, the Lender/Accredited Entity is prohibited from entering into any contract or agreement with DepEd offices other than the Central/Regional Office concerning salary loans, insurance premiums, and/or membership dues/contributions under APDS.

This serves as a reminder to all implementing unit secondary schools that entities accredited under the Department's APDS Program have the authority to offer services and products to all DepEd officials and employees in the Central, Regional, and Schools Division Offices, including schools. The deductions to be included by the implementing unit secondary schools should also adhere to the provisions of net take-home pay verification.

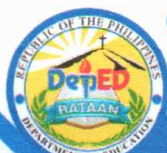
You may view the link at: <https://bit.ly/APDS-List-for-IUs> for accredited entities under the APDS.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

*In compliance with DepEd Order No. 8, s. 2013, this Division Advisory is issued not for endorsement per D.O. 28, s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.*

Reference: DepEd Order No. 20, s.2021  
Perpetual Index under: Automatic Payroll Deduction System (APDS)  
Encl: As stated

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"We Mould Heroes"







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

1/2  
11:20



December 12, 2023

**ADVISORY**

**To all Heads of DepEd Implementing Unit Secondary Schools**

1 This office has received complaints indicating that certain private entities already accredited under the Department's Automatic Payroll Deduction System (APDS) Program are still being compelled by various implementing unit secondary schools to enter into a distinct Memorandum of Agreement (MOA) for the settlement of financial obligations to be incorporated in their payroll and be deducted from the salaries of DepEd personnel.

✓ In accordance with DepEd Order No. 20, s. 2021, the Lender/Accredited Entity is prohibited from entering into any contract or agreement with DepEd offices other than the Central/Regional Office concerning salary loans, insurance premiums, and/or membership dues/contributions under APDS.

3 This serves as a reminder to all implementing unit secondary schools that entities accredited under the Department's APDS Program have the authority to offer services and products to all DepEd officials and employees in the Central, Regional, and Schools Division Offices, **including schools**. The deductions to be included by the implementing unit secondary schools should also adhere to the provisions of net take-home pay verification.

4 Furthermore, remittances due to private entities for the collection of loans, insurance premia and/or memberships of DepEd personnel shall have corresponding service fees to be deducted from the amount of the total remittance and deposited to the Bureau of Treasury in favor of the Provident Fund.

The list of accredited entities under the APDS and their corresponding service fees may be viewed at: <https://bit.ly/APDS-List-for-IUs>.

✓ For strict compliance.

**Atty. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff  
Officer-in-Charge, Office of the  
Undersecretary for Finance