



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

SEP 21 2026

DIVISION MEMORANDUM

No. 455, s. 2026

**SCHOOLS DIVISION OFFICE OF BATAAN OFFICIAL PROVIDENT FUND
EMAIL FOR ALL PROVIDENT TRANSACTIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. To ensure proper documentation, monitoring, and timely action on provident loan concerns, the field is directed to course all provident-related communications, loan applications, inquiries, and requests through the official email address of the **Division Provident Fund Program**:

provident.bataan@deped.gov.ph

2. It is emphasized that only the abovementioned e-mail address shall be utilized for Provident Fund transactions and communications, personal or unofficial email accounts shall not be used by SDO Bataan personnel for such purposes.
3. Immediate dissemination and strict compliance with this Memorandum are directed.


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

To be indicated in the Perpetual Index
under the following subjects:
PROVIDENT OFFICIAL EMAIL ADDRESS