



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

29 Apr 2026

**DIVISION MEMORANDUM**

No. 234, s. 2026

**APPROVED ENTITIES UNDER THE DEPARTMENT'S  
AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**

To: Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Education Program Supervisors  
School Heads/OICs (All Public Schools)  
All Others Concerned

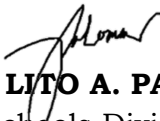
1. This Memorandum disseminates Regional Memorandum No. 244, s. 2026 on the approved entities under the Department's Automatic Payroll Deduction System (APDS) and reiterates compliance with existing guidelines..
2. Only **DepEd-accredited entities** listed in the attached enclosure are authorized to transact loan, insurance, and membership applications under APDS.
3. All concerned offices and personnel are hereby directed to:
  - a. Process only applications and transactions from duly accredited APDS entities;
  - b. Evaluate and verify loan applications of qualified DepEd personnel, including regular and permanent employees with active payroll accounts;
  - c. Ensure compliance with payroll policies, including limits on the number of allowable loans and deductions;
  - d. Verify completeness and authenticity of submitted documents prior to processing;
  - e. Ensure proper recording and reference numbering of billing statements to avoid payroll errors or non-integration.




**Address:** Toclong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** imus.city@deped.gov.ph  
**Website:** www.depedimuscity.com  
**Facebook Page:** @sdoimuscity



4. All detailed procedures, requirements, and conditions are provided in the attached enclosure for guidance.
5. For immediate dissemination and strict compliance of all concerned.

  
Digitally signed by  
Lito A. Palomar  
Date: 2026.04.29  
Time: 13:47:03 +08:00


**LITO A. PALOMAR**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent 

Encl: *As stated*

Reference: None

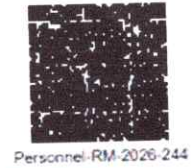
To be indicated in the Perpetual Index  
under the following subject:

GUIDELINES

*asu/rby/apds* 



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



08 April 2026

**Regional Memorandum**  
**No. 244, s. 2026**

**APPROVED ENTITIES UNDER THE DEPARTMENT'S  
AUTOMATIC PAYROLL DEDUCTION SYSTEM  
PROGRAM**

To **Schools Division Superintendents**  
**School Heads, Implementing Units**  
**All DepEd APDS Verifiers**  
**All Others Concerned**

1. Enclosed is a copy of MEMORANDUM OASF-2026-301 signed by **ATTY. EDSON BYRON K. SY**, Assistant Secretary for Finance, Officer-In-Charge, Office of the Undersecretary for Finance, DepEd Central Office, Meralco Ave., Pasig City, titled "**Approved Entities Under the Department's Automatic Payroll Deduction System Program**," which is self-explanatory.
2. Following the approval of private entities for accreditation and re-accreditation under the APDS Program, all concerned personnel are instructed to use the official memorandum and subsequent issuances as primary references. These documents include the list of approved private entities and the Terms and Conditions of APDS Accreditation (TCAA), which shall guide the proper implementation of the program.
3. Requests for separate copies of individual TCAAs and Acknowledgement Letters are no longer necessary. The DepEd Central Office will provide all official and secure copies through appropriate channels.
4. In line with the approved revised TCAA, payroll processors are directed to:
  - Evaluate and verify loan applications only from qualified DepEd personnel (i.e., those included in the regular payroll, with an assigned employee number, and with an approved appointment).
  - Process billing statements allowing a maximum of two (2) regular loans per accredited Private Lending Institution (PLI).
5. All PLIs are reminded to ensure that billing statements submitted for payroll deduction clearly indicate distinct and unique policy or reference numbers for each loan. Non-compliance may result in errors in processing and possible exclusion from payroll integration.

6. Additionally, the DepEd APDS Verifier's Ledger v2.0 updated to support two (2) loans per PLI, will be distributed directly to designated verifiers via their official email addresses.
7. For question/clarification, please coordinate with the Finance Service-Employee Account Management Division (FS-EAMD) through [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).
8. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.



**CARLITO D. ROCAFORT**  
Director IV

Incls.: As stated

*mb*  
ROA/08C/P1



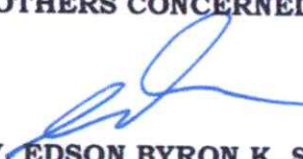
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

**OASF-2026-301**

February 5, 2026

**TO :** ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL REGIONAL APDS TASK FORCE  
ALL DEPED VERIFIERS  
ALL OTHERS CONCERNED

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

**SUBJECT :** **APPROVED ENTITIES UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM PROGRAM**

In view of the approval of private entities applying for accreditation and re-accreditation under the Department's Automatic Payroll Deduction System (APDS) Program, all concerned are hereby directed to refer to the attached Memorandum and subsequent issuances containing the list of approved private entities together with the copy of the Terms and Conditions of the APDS Accreditation (TCAA).

These documents shall serve as the official reference for the implementation of the APDS Program. Requests for copies of individual TCAAs and their corresponding Acknowledgement Letters are no longer necessary, as official and secure copies of the said documents shall be provided by the DepEd Central Office through appropriate channels.

Further, pursuant to the notarized and approved revised TCAA, payroll processors are directed to: a) evaluate requests for verification from qualified DepEd personnel (those who are already incorporated in the regular payroll with issued employee number and with approved appointment) to avail loans from APDS-accredited private lending institutions (PLIs); and b) accept billings with two (2) regular loans per private entity. In this regard, kindly remind all concerned PLIs that billings submitted for payroll deduction must clearly reflect distinct and unique policy or reference numbers for each loan. Failure to do so may result in processing errors and the non-integration of such billings into the payroll system.

Moreover, the DepEd-APDS Verifier's Ledger v2.0 which is configured to accommodate two (2) loans per PLI shall be issued separately to each DepEd verifier through their respective verifier email addresses.

Should there be further questions or clarifications, please coordinate with the Finance Service – Employee Account Management Division (FS-EAMD) through email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

Thank you.



Address: 17<sup>th</sup> Floor Techzone Building, Malugay St., Makati City  
Email Address: [usec.financebpm@deped.gov.ph](mailto:usec.financebpm@deped.gov.ph)



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

**MEMORANDUM**  
**OASF-2026-190**

**TO :** **DEPED REGIONAL DIRECTORS**

**ATTENTION :** **REGIONAL APDS TASK FORCE**

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

**SUBJECT :** **APPROVED APPLICATIONS FOR ACCREDITATION UNDER THE NEW TERMS AND CONDITIONS OF THE AUTOMATIC PAYROLL DEDUCTION SYSTEM ACCREDITATION - BATCH 1**

Pursuant to the provisions of the new Terms and Conditions of the Automatic Payroll Deduction System (TCAA), please be informed that the Department of Education - Central Office has approved the applications for accreditation of the following twelve (12) entities:

1. Bankways, Inc. (A Rural Bank)
2. BDO Network Bank, Inc. (A Rural Bank)
3. Camarines Sur Teachers and Employees Multi-Purpose Cooperative
4. China Bank Savings, Inc.
5. City Savings Bank, Inc.
6. Citystate Savings Bank, Inc.
7. East West Rural Bank, Inc.
8. Fortune Life Insurance Company, Inc.
9. Legazpi Savings Bank, Inc.
10. Novo Ecijano Teachers' Mutual Benefit Association, Inc.
11. Paramount Life & General Insurance Corporation
12. Quezon Public School Teachers and Employees Multipurpose Cooperative

The above-listed entities constitute Batch 1 of those approved under the new TCAA. The Department of Education - Central Office is continuously reviewing and processing applications of other entities for accreditation/re-accreditation.

In accordance with the new TCAA, the approved entities are authorized to grant up to two (2) regular loans per borrower, in addition to a calamity loan, subject to existing rules and limitations.

In this regard, all concerned payroll and verification personnel in the Central, Regional, and Schools Division Offices, including implementing unit secondary schools, are hereby directed to process loan verification requests submitted by the aforementioned entities strictly in accordance with established guidelines and procedures.

For guidance and strict compliance.



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

**MEMORANDUM**

**OASF-2026- 209**

February 02, 2026

**TO :** **DEPED REGIONAL DIRECTORS**

**ATTENTION :** **REGIONAL APDS TASK FORCE**

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

**SUBJECT :** **APPROVED APPLICATIONS FOR ACCREDITATION UNDER THE NEW TERMS AND CONDITIONS OF THE AUTOMATIC PAYROLL DEDUCTION SYSTEM ACCREDITATION - BATCH 2**

Pursuant to the provisions of the new Terms and Conditions of the Automatic Payroll Deduction System (TCAA), please be informed that the Department of Education – Central Office has approved the applications for accreditation of the following thirty-one (31) entities:

1. 1st Valley Bank, Inc. (A Development Bank)
2. Beneficial Life Insurance Company, Inc.
3. Bohol Public School Teachers and Employees Multi-Purpose Cooperative
4. Cagsawa Rural Bank, Inc.
5. Century Rural Bank, Inc
6. DECS Sagay Employees Multi-Purpose Cooperative
7. Digos City National High School Teachers and Employees Multi-Purpose Cooperative
8. Eastern Peninsula Teachers Credit Cooperative
9. Enterprise Bank, Inc.
10. Etiqa Life and General Assurance Philippines, Inc.
11. First Consolidated Bank, A Private Development Bank
12. First Imperial Business Bank, Inc.
13. Gubat Saint Anthony Cooperative
14. Iloilo National High School Faculty and Employees Multi-Purpose Cooperative
15. Janiuay Rural Bank, Inc.
16. Malayan Savings Bank, Inc.
17. Marayo Bank, Inc. (A Rural Bank)
18. Mindanao Educators Mutual Benefit Association, Inc.
19. Negros Teachers' Multi-Purpose Cooperative

20. Philippine Business Bank, Inc., A Savings Bank
21. Philippine Life Financial Assurance Corporation
22. Philippine Public School Teachers Association, Inc. (PPSTAI)
23. Rang-Ay Bank (A Rural Bank), Inc.
24. Rural Bank of Angeles, Inc.
25. Rural Bank of Barili (Cebu), Inc.
26. Rural Bank of Manukan (Zamboanga del Norte), Inc.
27. Sun Savings Bank, Inc.
28. Tacurong Teachers, Employees and Multi-Purpose Cooperative (TTERMPC)
29. Tagum Cooperative
30. UCPB Savings Bank Inc.
31. Zamboanga City Rural Bank, Inc.

The above-listed entities constitute Batch 2 of those approved under the new TCAA. The Department of Education – Central Office is continuously reviewing and processing applications of other entities for accreditation/re-accreditation.

In accordance with the new TCAA, the approved entities are authorized to grant up to two (2) regular loans per borrower, in addition to a calamity loan, subject to existing rules and limitations.

In this regard, all concerned payroll and verification personnel in the Central, Regional, and Schools Division Offices, including implementing unit secondary schools, are hereby directed to process loan verification requests submitted by the aforementioned entities strictly in accordance with established guidelines and procedures.

For guidance and strict compliance.



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

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**MEMORANDUM**

**OASF-2026-334**

February 06, 2026

**TO :** DEPED REGIONAL DIRECTORS

**ATTENTION :** REGIONAL APDS TASK FORCE

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

**SUBJECT :** **APPROVED APPLICATIONS FOR ACCREDITATION UNDER THE  
NEW TERMS AND CONDITIONS OF THE AUTOMATIC PAYROLL  
DEDUCTION SYSTEM ACCREDITATION - BATCH 3**

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Please be informed that the Department of Education – Central Office has approved the applications for accreditation of the following eighteen (18) entities (Batch 3). Under the provisions of the new Terms and Conditions of the Automatic Payroll Deduction System (TCAA).

1. Bongabon National High School Teachers and Staff Multi-Purpose Cooperative
2. Camalig Bank, Inc. (A Rural Bank)
3. Cebu CFI Community Cooperative
4. DepEdRO6 Multi-Purpose Cooperative
5. General Tinio Faculty & Personnel Association Credit Cooperative
6. Initao National Comprehensive High School Teachers and Employees Cooperative (INCHSTECO)
7. Kabankalan-Ilog Teachers and Employees Multi-Purpose Cooperative (KITEMPCO)
8. Mactan Rural Bank (Lapu-Lapu City), Inc.
9. Madalag Teachers' Multi-Purpose Cooperative
10. Manila Teachers' Mutual Aid System, Inc. (MTMASI)
11. Naga School Teachers and Community Multi-Purpose Cooperative
12. NNCHS Teachers, Employees and Retirees Multipurpose Cooperative
13. Philippines International Life Insurance Company, Inc.
14. Producers Savings Bank Corporation
15. Ramon Avanceña National High School Faculty And Employees Multi-Purpose Cooperative
16. Rural Bank of Naic, Inc.
17. Sta. Ana Multi-Purpose Cooperative (SAMULCO)
18. Sun Life Grepa Financial, Inc.

The Department of Education – Central Office is continuously reviewing and processing applications of other entities for accreditation/re-accreditation.

In accordance with the new TCAA, accredited private entities are authorized to grant up to two (2) regular loans per borrower, in addition to a calamity loan, subject to existing rules and limitations.

In this regard, all concerned payroll and verification personnel in the Central, Regional, and Schools Division Offices, including implementing unit secondary schools, are hereby directed to process loan verification requests submitted by the aforementioned entities strictly in accordance with established guidelines and procedures.

For guidance and strict compliance.



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



**MEMORANDUM**  
**OASF-2026-435**  
February 18, 2026

**TO :** **DEPED REGIONAL DIRECTORS**

**ATTENTION :** **REGIONAL APDS TASK FORCE**

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

**SUBJECT :** **APPROVED APPLICATIONS FOR ACCREDITATION UNDER THE  
NEW TERMS AND CONDITIONS OF THE AUTOMATIC PAYROLL  
DEDUCTION SYSTEM ACCREDITATION - BATCH 5**

Please be informed that the Department of Education – Central Office has approved the applications for accreditation of the following seven (7) entities (Batch 5) under the provisions of the new Terms and Conditions of the Automatic Payroll Deduction System Accreditation (TCAA).

1. Banco Maximo - RNG Coastal Corporation (RNG Bank)
2. La Castellana I Personnel Multi-Purpose Cooperative
3. Muñoz National High School Multi-Purpose Cooperative
4. Pangasinan Public School Teachers Mutual Benefit Association, Inc.
5. R6 Teachers Association, Inc.
6. Zamboanga Del Sur-Sibugay-Pagadian City Teachers' Association (ZSSPCTA), Inc.
7. Zamboanga Peninsula Teachers and Community Multi-Purpose Cooperative (ZAMPTECO)

The Department of Education – Central Office is continuously reviewing and processing applications of other entities for accreditation/re-accreditation.

In accordance with the new TCAA, accredited private entities are authorized to grant up to two (2) regular loans per borrower, in addition to a calamity loan, subject to existing rules and limitations.

In this regard, all concerned payroll and verification personnel in the Central, Regional, and Schools Division Offices, including implementing unit secondary schools, are hereby directed to process loan verification requests submitted by the aforementioned entities strictly in accordance with established guidelines and procedures.

For guidance and strict compliance. Thank you.



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## Batch 5 - List of Private Entities with Approved TCAA

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Employee Account Management Division <fs.eamd@deped.gov.ph>

Thu, Feb 19, 2026 at 3:48 PM

To: DEPED I ILOCOS REGION <region1@deped.gov.ph>, DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>, DEPED III CENTRAL LUZON <region3@deped.gov.ph>, DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>, DEPED IV-B MIMAROPA <region4b@deped.gov.ph>, DEPED V BICOL REGION <region5@deped.gov.ph>, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>, DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>, DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>, DEPED XI DAVAO REGION <region11@deped.gov.ph>, DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>, DEPED REGION XIII CARAGA <caraga@deped.gov.ph>, DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>

Cc: Edson Byron Sy <edson.sy@deped.gov.ph>, Armando Ruiz <armando.ruiz@deped.gov.ph>, Cholita Tiong <cholita.tiong@deped.gov.ph>, Ariel Tandingan <ariel.tandingan@deped.gov.ph>, Roma Kristine Asuncion <roma.asuncion@deped.gov.ph>

Dear Sir/Ma'am,

Good day.

Please be informed that the Department of Education – Central Office has approved the applications for accreditation of the following seven (7) entities under the new Terms and Conditions of the Automatic Payroll Deduction System (TCAA):

1. Banco Maximo - RNG Coastal Corporation (RNG Bank)
2. La Castellana I Personnel Multi-Purpose Cooperative
3. Muñoz National High School Multi-Purpose Cooperative
4. Pangasinan Public School Teachers Mutual Benefit Association, Inc.
5. R6 Teachers Association, Inc.
6. Zamboanga Del Sur-Sibugay-Pagadian City Teachers' Association (ZSSPCTA), Inc.
7. Zamboanga Peninsula Teachers and Community Multi-Purpose Cooperative (ZAMPTECO)

The above-listed entities constitute Batch 5 of those approved under the new TCAA. Please be advised that the Department of Education – Central Office is continuously reviewing and processing applications of other entities for accreditation/re-accreditation.

Pursuant to the provisions of the new TCAA, these entities are authorized to **grant up to two (2) regular loans per borrower, in addition to a calamity loan, subject to existing rules and limitations.**

In this regard, all concerned payroll and verification personnel in the Central, Regional, and Schools Division Offices (including implementing unit secondary schools) are hereby directed to process requests for loan verification submitted by the said entities, in accordance with established guidelines and procedures.

For guidance and strict compliance.

Thank you.

### Employee Account Management Division (EAMD)

Department of Education - Finance Service  
2nd Flr., T. Alonzo Bldg., DepEd Complex  
Meralco Avenue, Pasig City 1600

We are happy to be of service. For EAMD systems improvement, may we request for you to accomplish this link:  
[bit.ly/EAMDFB](https://bit.ly/EAMDFB)

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**ANNEXES FOR ENCLOSURE 2**

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**TERMS AND CONDITIONS OF THE APDS ACCREDITATION (TCAA)  
FOR LOANS**

**1. STATEMENT OF PRINCIPLES**

- 1.1 Participation in the DepEd Automatic Payroll Deduction System (APDS) at the Central, Regional, Division Offices and School Levels may be granted to private institutions authorized under specific law to be paid through salary deductions and accredited by DepEd after fulfillment of requirements as provided in DepEd APDS guidelines or other issuances on the matter.
- 1.2 The accredited private institution shall subscribe to the following principles:
  - 1.2.1 Full transparency in reporting operations and financial status as evidenced by audited financial statements and appropriate disclosure statements; and
  - 1.2.2 Integrity of operations through proper and complete documentation of loans of DepEd personnel.
- 1.3 The DepEd shall ensure that the objectives and purposes of APDS are achieved through proper regulation, periodic review, and accreditation/re-accreditation.
- 1.4 The APDS shall be implemented in accordance with the limitations imposed by existing and new laws, such as monthly net take-home pay (NTHP) and order of preference of deductions.

**2. ACCREDITATION AND ASSIGNMENT OF APDS CODE**

- 2.1 Accredited entities shall be assigned APDS codes for their exclusive use.
- 2.2 **APDS Code** <number> for loans shall strictly be used for the collection of loan payments only<sup>1</sup>.
- 2.3 The APDS Code and/or loan portfolio shall not be transferred, sold, or assigned to any other entity, except in the following cases:
  - Merger, acquisition, or consolidation, including instances where an accredited entity is merged or consolidated with another entity not accredited under the APDS
  - Transactions involving a parent–subsidiary relationship
  - Other analogous and meritorious cases expressly approved by DepEd after proper evaluation

In case of merger or consolidation between two (2) accredited entities, the APDS Code of the surviving entity shall be used.

In the event that the transfer of a loan portfolio has been validly and expressly approved, payroll deductions already enrolled in the APDS shall continue until the termination date reflected in the DepEd personnel's pay slip. The

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<sup>1</sup>The APDS Code issued in this TCAA shall not be used for deductions for insurance premia and/or membership dues/contributions.

corresponding remittances shall continue to be made to the accredited Lender that granted the loan, unless otherwise directed by DepEd.

The surviving entity shall inform DepEd of such merger, acquisition or consolidation within thirty (30) calendar days from the effectivity thereof.

- 2.4 In the event that the Lender amends its Articles of Incorporation/Cooperation and By-Laws, including changes in its corporate name and principal office, or effects other similar corporate changes, including but not limited to changes in control of ownership, the Lender shall, within thirty (30) calendar days from the effectivity of such amendments or changes, furnish DepEd with duly certified copies of the amended Articles of Incorporation/Cooperation, and By-Laws as approved by Securities and Exchange Commission (SEC)/Cooperative Development Authority (CDA), together with the General Information Sheet (GIS)/Cooperative Annual Progress Report (CAPR), for updating of DepEd's records. DepEd shall not be liable for any issues arising from the changes in the entity prior to its receipt of the written notification.

### **3. GRANTING OF LOANS**

- 3.1 For loans intended to be serviced through the APDS, the Lender shall process loan applications and release loan proceeds in accordance with the terms and conditions herein.
- 3.2 Processing of **online/digital applications** may be allowed under APDS, provided DepEd is notified by the Lender in writing, duly supported with information on its detailed procedures/mechanics and online process flow in granting loans presented to the DepEd APDS National Task Force, and acknowledged/authorized by DepEd prior to its implementation.
- 3.3 The Lender **shall exert all efforts to examine the authenticity of documents submitted online by the applicant**. In case of fraud, and/or misrepresentation in the loan applications of DepEd personnel, DepEd shall not be held liable in any way.
- 3.4 The Lender may approve a loan only upon certification by the DepEd Verifier, secured by the Lender through the DepEd Borrower (hereinafter referred to as "Borrower"), stating that the monthly payments can be accommodated within the threshold of the monthly NTHP as required in the General Appropriations Act (GAA) at the time of approval of loan. Succeeding deductions shall conform to the monthly NTHP as provided by the GAA or other applicable laws at the time of the deduction.
- 3.5 The Lender shall accept loan applications only from DepEd personnel who are incorporated in the regular payroll with issued employee number and with approved appointment, whether assigned at the national, regional, schools division, or school level [implementing unit (IU) or non-IU].
- 3.6 The Lender shall follow the procedure on the processing of loan application and approval as contained in **Annex "B-1" (for on-site/manual processing) and Annex "B-2" (for online processing)**.
- 3.7 The Lender shall immediately release the loan proceeds to the Borrower upon approval.
- 3.8 The Lender shall ensure that every loan is fully documented with a completely filled-out Application Form, Authority to Deduct (ATD), Promissory Note (PN), and Disclosure Statement (DS). The ATD, PN and DS must be accomplished following

the standard forms/templates as contained in Annexes "C-1" and "C-2", and with consistent information. The Lender shall furnish the Borrower copies of these documents free of charge, upon release of the loan, including a copy of the amortization schedule, in accordance with Annexes "D-1" to "D-5" of this TCAA.

- 3.9 The Lender may, from time to time, adjust the rates of interest and other charges, provided that such adjustments remain within the prescribed ceilings set by DepEd, and do not contravene the provisions of the TCAA and the APDS guidelines.
- 3.10 The Lender is authorized to grant two (2) loans per Borrower for inclusion in the APDS. However, the Lender may grant one (1) additional calamity loan to Borrowers in the event of a declaration of state of calamity in the particular province/s, subject to prior notification and confirmation of DepEd and the usual NTHP verification.
  - 3.10.1 Availment of this additional calamity loan shall be available within three (3) months after the declaration of state of calamity. The Lender shall grant only one (1) calamity loan at a time, regardless of the number or frequency of calamity declarations.
  - 3.10.2 Additional loans due to calamities shall have a maximum nominal interest rate of 7.00% per annum and 3% other charges, payable for a maximum of 3 years.
  - 3.10.3 Additional loans shall also be allowed upon the approval of the DepEd Secretary through the Undersecretary for Finance, in case of other forms of national emergency.
  - 3.10.4 DepEd shall issue a sub-code, if necessary.
- 3.11 In case of loan renewal, the Lender shall deduct the outstanding principal balance from the proceeds of the renewed loan and reflect such in the Disclosure Statement (DS). All loan renewals, shall also observe the first-in-first-served policy.
- 3.12 The Lender may be allowed to offer restructuring of current and past due loans (Undeducted Obligations) to the Borrower, subject to the following conditions:
  - i. Application for loan restructuring by the Borrower is voluntary;
  - ii. Only loans reflected on the pay slip of the Borrower shall be restructured;
  - iii. In case the Lender has granted more than one (1) loan to a Borrower as reflected on the Borrower's pay slip, the Lender shall consolidate these into one (1) loan during restructuring; and
  - iv. Penalties, if any, shall be waived (i.e., shall not be charged against the Borrower directly or indirectly).
- 3.13 Granting of additional, renewal and restructuring of loans shall be subject to DepEd's verification process if the corresponding loan amortization can be accommodated in the payroll.
- 3.14 The Lender shall abide by the APDS policies on the terms and conditions of loans to be offered to Borrowers, including but not limited to the ceilings on interest rates and non-interest charges, and shall not impose any other charges except as provided in Annexes "D-1" to "D-5" of this enclosure.
- 3.15 The Lender shall ensure that conditions on penalties and/or past due interest on loans, if any, shall be reflected in the DS to be signed by Borrowers, with a

notation that the same shall not be collected through the APDS. The fully accomplished DS shall be an indispensable requirement for inclusion of the loan in the APDS.

- 3.16 The Lender shall not compel any Borrower to take out any type of insurance contract as a condition to the loan agreement, except credit life insurance.
- 3.17 The Lender shall fully explain the terms and conditions of the loan to the Borrower. The Lender shall submit a Sworn Statement to this effect together with its billing. (See Annex "E")
- 3.18 The Lender shall not require the surrender of an Automated Teller Machine (ATM) card as collateral from Borrowers for their loans regardless of the consent of the Borrowers.
- 3.19 The Lender shall not deduct advance payments from the loan proceeds of the Borrowers.
- 3.20 The Lender shall ensure that the venue of litigation in the event of legal suit against the Borrower or the Lender shall exclusively be within the location of the Borrower's workstation only.

#### **4. BILLING OF LOANS**

- 4.1 The Lender shall consolidate all the loan accounts granted within a month into one billing.
- 4.2 The Lender shall be responsible for submitting monthly billings to the PSU and IU, and checking and retrieving any returned billings (**refer to Annex F for the procedure**). Any billing for new loans granted by the Lender that will reduce the monthly minimum NTHP shall not be accommodated and shall be returned to the Lender.
- 4.3 The Lender shall be responsible for promptly notifying DepEd in writing in cases where the termination period reflected in the Borrower's pay slip is not automatically adjusted for each month of non-deduction, in accordance with the Borrower's written authorization.
- 4.4 The Lender shall not grant new loans if the Borrower has existing Undeducted Obligations as reflected in his/her pay slip.
- 4.5 For loan amortizations to be incorporated in the next payroll month, the Lender shall submit billings for all loans granted within the current month on or before the **5th working** day of the next payroll month. Under no circumstance shall the Lender bill a Borrower for verified loans not yet granted/released.
- 4.6 The Lender shall submit billing statement to DepEd in an electronic format as agreed with the PSU and IU. Each billing shall be supported with soft copies of the required documents, including the Application Form, ATD, PN, DS, proof of loan release (i.e. checks, loan vouchers, credit memos, remittance lists, and others) duly acknowledged by Borrowers and Sworn Statement mentioned in item 3.17 above. The Lender shall be solely responsible in case of misrepresentation in the submission of the said supporting documents.
- 4.7 Only billing statements certified by the DepEd Verifier that such loan amortization could be accommodated in the payroll and with complete supporting documents shall be processed by the PSU/IU. The Lender may transmit billing statements electronically via email or through direct submission to the PSU/IU

secondary school's office (refer to Annex F for the procedure).

- 4.8 DepEd shall adjust the termination period in the Borrower's payslip by one (1) month for every month of delay in case the loan amortization is not deducted in the payroll.
- 4.9 Notarization of the PN is optional. In such case that the PN is not notarized, no notarial fee shall be charged or included under Other Charges.
- 4.10 The Lender shall provide copies of the billings, via email, to the concerned Schools Division Offices within ten (10) days after the submission of its billing to the DepEd.
- 4.11 The Lender shall not charge penalties/fines/surcharges due to delays of payments as a result of any of the following:
  - 4.11.1 Failure on the part of the Lender to pick up remittance checks;
  - 4.11.2 Non-remittance due to suspension or revocation of Accreditation;
  - 4.11.3 Failure of the DepEd to remit on time due to errors, inadvertence, force majeure, or any extreme circumstance;
  - 4.11.4 Non-existence of office or affiliate company in a particular province; and
  - 4.11.5 Other reasons/causes similar or analogous to the above
- 4.12 In case of a Borrower's transfer of workstation to another region, division or school, DepEd shall notify the concerned Lender for purposes of collection. The Lender may continue collecting the Borrower's loan regardless of whether it has an established office or affiliate in the Borrower's new workstation. The Lender shall submit the corresponding billing to the concerned PSU/IU, supported with a copy of the ATD signed by the Borrower and the other requirements specified in item 4.6 above, for verification and recording. The Lender shall not renew or grant new loans unless the Lender has established an office or affiliate duly acknowledged by DepEd in the Borrower's new place of assignment.
- 4.13 In case the Borrower was temporarily removed from the regular payroll due to prolonged leave of absence, (or any other similar or analogous reasons), the loan deductions on his/her pay slip shall be retained and shall appear once he/she has reported back to office and is integrated back to the regular payroll.
- 4.14 The Lender shall be responsible for collecting, outside of the APDS, the outstanding loans of its Borrowers, in the event of separation from service (e.g, retirement, resignation, dismissal or termination of appointment, etc.). DepEd shall notify the concerned Lender of such separation; provided, however, that the failure to give such notice shall not be construed as a liability on the part of DepEd, nor shall it relieve the Lender of its sole responsibility to collect the outstanding loans.

## 5. OVER-THE-COUNTER PAYMENTS

- 5.1 The Lender shall not refuse to accept any tender of payment made in advance by the Borrowers or their authorized representative/s, whether partial, in full or through a buy-out. Service Invoice/Official receipt (OR) shall be issued on the date of payment. In case of full payment or buy-out, the Lender shall immediately: a) inform the PSU/IU to delete the loan deduction; and b) submit the deletion file for the said deduction.
- 5.2. In the event of advance payment or buy-out, the Lender shall collect only the outstanding principal balance and shall charge interest only up to the date when the advance payment was made and **no pretermination penalty/fee shall be charged.**

- 5.3 In case of full payment or buy-out of the loan, the Lender shall automatically include the Borrower's name in the list of loan amortizations for stoppage in the payroll and in the Deletion File to be effected immediately in the next payroll month.
- 5.4 The Borrower may request for stoppage from the PSU/IU by presenting a Certificate of Full Payment of the loan, duly verified by DepEd from the Lender. If the Lender fails to respond within five (5) working days, the said request shall be deemed valid.
- 5.5 The Lender may request the PSU and IU the monthly list of payroll deductions that were stopped, and the corresponding supporting documents such as the Borrower's request for stoppage.

## **6. OVER-DEDUCTION**

- 6.1 In case of over-deductions, the Lender shall refund the corresponding amount to the Borrower concerned within thirty (30) days from knowledge or notice thereof.
- 6.2 The Lender shall request DepEd for the adjustment of Service Fee in the next payroll month, corresponding to the amount refunded on over-deductions. The said request must be duly supported with proof of refund, duly acknowledged by the Borrower.

## **7. REMITTANCE**

- 7.1 The Lender shall pay DepEd a service fee of \_\_\_percent (\_\_\_%) of the total monthly collection, which shall be automatically deducted from their collection before remittance.
  - a. For loans granted by banks and insurance companies: One percent (1%) of amount to be remitted.
  - b. For loans granted by non-stock savings and loans associations, mutual benefit associations, cooperatives and other associations: One-half of one percent (0.5%) of the amount to be remitted.
- 7.2 The Lender shall issue a service invoice/OR to DepEd within fifteen (15) days after remittance of payments. Failure to do so will cause the suspension of the release of succeeding remittances until the issuance of the service invoice/OR. The Lender may request DepEd to remit the payments through either of the following modes:
  - a. Through intra- or interbank fund transfer: The Lender shall coordinate with the remitting DepEd office for the procedure in setting up the fund transfer. The Lender shall shoulder the service charge, if any.
  - b. Through check: The Lender shall pick up the remittance check from DepEd within the succeeding month after the deductions were reflected in the payroll. Otherwise, the preparation of succeeding checks will be suspended until the prepared check is picked up. Any request for replacement of stale checks shall be supported by written justification from the Lender.
- 7.3 Loan amortizations shall be refunded to the Borrowers in case the corresponding remittance check becomes stale and not requested by the Lender for replacement after notification by the DepEd for three (3) times.

## 8. DOCUMENTARY REQUIREMENTS

- 8.1 The Lender shall ensure the issuance of a Statement of Account (SOA) for every loan granted to a Borrower, free of charge, anytime upon request, preferably within the day that the request was made by DepEd or by the Borrower, but in no case after more than three (3) working days from such request. The Borrower may request for a SOA either via email (using official DepEd email address), in-person or other available means. The requested SOA shall be released also via email and other available means deemed convenient to the Borrower. The SOA shall include an up-to-date payment history as well as the outstanding loan balance required for full settlement of the loan, indicating the date until which such amount shall be valid for payment.
- 8.2 The Lender shall submit through email or electronic medium (USB), and other digital means, the following documents, duly certified as true copies by the concerned government regulatory agencies (i.e. SEC/CDA/IC), to the DepEd Central Office (CO), annually, through the APDS Secretariat, on or before September 30, except for business permit/s, the deadline for which is March 31 of the current year.
- Audited Financial Statements for the previous year, duly filed and received by the BIR
  - Corporate income tax return for the previous year, duly filed and received by the BIR
  - Business Permit/s of the offices of the Lender for the current year  
[Additional documents as applicable to the entity:]
  - SEC Certification that (i) the Lender has not been dissolved and (ii) that the Commission has not received any derogatory information that would prevent the entity from exercising its purpose/s as stated in its Articles of Incorporation. The Certification shall cover a period of one year immediately preceding its issuance.
  - GIS for the current year received by the SEC (or every time in case of changes mentioned in Item 2.4)
  - Certificate of Compliance issued by the CDA for the current year
  - CAPR for the current year
  - PDIC Certificate of Good Standing covering the current year
  - IC Certificate of Authority covering the current year
  - Updated list of the Officers and Board of Directors with corresponding updated Curriculum Vitae/bio-data/bio-note (with picture) of directors/trustees and officers (based on updated official filings – GIS and CAPR)
- 8.3 The Lender shall submit to the DepEd CO, copy furnished the concerned DepEd Regional Offices (ROs), reports on Outstanding Loan Receivables and Collection/Remittance, duly certified/signed by the Lender's Chief Accountant or his/her equivalent, on a quarterly basis (in electronic-MS Excel format and PDF copies) scheduled as follows:

**Table 1: Schedule of Submission of Report on Outstanding Loan Receivables and Collection/Remittance**

<b>Cut-off Period</b>	<b>Deadline</b>
As of March 31	On or before May 15 of the year
As of June 30	On or before August 15 of the year
As of September 30	On or before November 15 of the year
As of December 31	On or before February 15 of the following year

- 8.4 The Lender shall submit to DepEd their updated rates of interest and other charges on a quarterly basis for purposes of record-keeping and monitoring of compliance

with applicable ceilings.

- 8.5 The Lender shall submit to the Department of Education authentic and faithful copies of all required documents, which shall not be falsified, altered, or otherwise modified to misrepresent their original content.

## 9. OTHER CONDITIONS

- 9.1 The Lender shall not enter into any contract or agreement with DepEd offices other than the CO regarding salary loans under APDS.

- 9.2 The Lender shall in no case require, directly or indirectly, any DepEd personnel to execute/sign any document containing provisions or conditions that contradict the APDS guidelines.

Likewise, the Lender shall be fully accountable for any misconduct, improper and/or illegal act done on behalf of or in favor of said entity committed by its staff, collecting agent, or any personnel engaged by the Accredited Entity regardless of nature or kind of employment.

- 9.3 The Lender shall conduct financial literacy programs and related initiatives for DepEd personnel to promote responsible borrowing and sound financial management.

- 9.4 The Lender shall not use financial obligations to interfere with renewal of professional licenses of concerned DepEd personnel.

- 9.5 The Lender shall limit its operation to provinces/**regions** where it has office/s or **affiliate companies**. The office shall employ a full-time manager **or authorized personnel**, and staff who shall maintain the complete records/loan documents, accept payments, issue SOA, service invoice/OR, and CFPL, and attend to other loan transactions and any queries/complaints of DepEd personnel. Annex "G", which forms an integral part of this TCAA, contains the provinces/**regions**, including the location of its offices (main and branches) and affiliate companies, if any, per province/**region**, where the Lender is authorized to operate.

- 9.6 In case of closure or transfer of the Lender's office/affiliate to another location or site, the Lender shall notify DepEd in writing at least thirty (30) calendar days prior to the intended closure or relocation, and submit the necessary supporting documents for proper recording/validation.

- 9.7 In case of change in email address or contact number/s regardless if post-paid or registered mobile or landline telephone number in the name of the Lender, the Lender shall notify/update DepEd Central Office by submitting a Certification stating therein the changes in email address or contact number/s that will be officially used in transacting with DepEd personnel.

- 9.8 The Lender shall make available to DepEd for inspection at any reasonable time all ATDs, PNs, DS and other related documents in the course of periodic review of the loan portfolio.

- 9.9 In case of merger or consolidation, the surviving entity shall submit the following documents within three (3) months upon their availability:
- Deed of Assignment, if any
  - Certified true copy of the Articles of Merger or Consolidation
  - Secretary's Certificate indicating the name of the authorized collecting agent/personnel

In case the surviving entity is not accredited under the APDS, they can use the

code of the accredited entity for collection of existing loans until termination or full payment. The surviving entity may apply for accreditation in accordance with the prescribed APDS accreditation requirements.

- 9.10 In case the Lender is put under Receivership/Liquidation, DepEd shall continue the payroll deduction from the monthly salary of the Borrower until full payment and the corresponding remittance to the appropriate government regulatory agency (PDIC for banks, CDA for cooperatives, Insurance Commission for insurance companies, etc.). However, DepEd shall automatically stop the deductions of loan amortization in case of written request from the Borrower.
- 9.11 The Lender shall not use the name of DepEd or any designation referring to DepEd school personnel, including but not limited to "public school teacher", in its promotions or in any form of advertisement.

## 10. NECESSARY ATTACHMENTS

- 10.1 This TCAA shall include as integral parts the following attachments:
  - 10.1.1 **Annex "A"** – Notarized Secretary's Certificate supported by a Board Resolution authorizing the Lender's representative to execute this TCAA.
  - 10.1.2 **Annexes "B-1" and "B-2"** - Procedures for the Processing of Loan Applications of DepEd Borrowers Under the Department's APDS (on-site/manual and on-line process, respectively).
  - 10.1.3 **Annexes "C-1" and "C-2"** – APDS Templates/Standard Format of Authority to Deduct, Promissory Note, and Disclosure Statement.
  - 10.1.4 **Annexes "D-1" to "D-5"** – Effective Interest Rate Calculation Models for 1 to 5 year loan terms using the DepEd ceilings for interest rates and other charges.
  - 10.1.5 **Annex "E"** – Sample Sworn Statement regarding the loan documents submitted and full explanation of the terms and conditions of the loans to the Borrowers.
  - 10.1.6 **Annex "F"** – Sample Procedures for the Online Process on the Submission of Monthly Billing Statements by the Lender Under the Department's APDS Program.
  - 10.1.7 **Annex "G"** – Regions/Provinces where the Lender has office/s as validated by DepEd, with the main office per province/region identified, indicating therein the address/es, the name/s of authorized personnel with designation, official contact numbers, and official email address.
  - 10.1.8 **Annex "H"** – Grounds for Suspension or Revocation of Accreditation/Re-accreditation.

## 11. GROUNDS FOR SUSPENSION OR REVOCATION

- 11.1 The Lender agrees that its Accreditation may be suspended or revoked by DepEd based on grounds enumerated in Annex "H".
- 11.2 The Lender shall receive formal written notification from DepEd Central Office of any reported violations of the APDS guidelines, requiring them to address or resolve the issue or complaint. Accumulating a total of ten unresolved or unaddressed notices shall result in the enforcement of sanctions as stated under Annex H.

All complaints, however, may be addressed through alternative dispute resolution or other remedial measures that are fair and not prejudicial to either DepEd personnel or the Lender.

- 11.3 The Lender is strictly prohibited from engaging in any form of act that may be construed as harassment, coercion, or attempts to improperly influence the conduct of the DepEd personnel's official functions.
- 11.4 Suspension, which involves non-acceptance of new business, shall be imposed upon repeated commission of grounds classified as "Simple".
- 11.5 The Accreditation shall be revoked upon commission of grounds classified as "Serious". When the Accreditation is revoked, the Lender shall no longer be allowed to grant new business under the APDS. However, collection of deductions already incorporated in the APDS as of the date of revocation shall continue up to the termination dates reflected in the pay slip. Thereafter, the APDS Code is automatically cancelled.
- 11.6 Any suspension imposed upon a particular office shall likewise be considered as sanction against all its other offices within the same province. If imposed on the Head Office, the same shall be imposed upon all its other offices on the national level.
- 11.7 Any complaint for the commission of any of the grounds for revocation should be made in writing and sufficient in form and substance. For the purposes of a formal investigation, the complaint must:
  - Contain the names and addresses of the complainant/s;
  - Contain the entity or person subject of the complaint;
  - Contain the acts or omissions complained of constituting the infraction, based on the personal knowledge of the complainant;
  - Be accompanied with supporting documents, as needed; and
  - Be notarized.

However, DepEd shall not be precluded from conducting an investigation/fact-finding on the basis of other information received or discovered.

- 11.8 The commission of grounds for suspension or revocation shall be validated by the appropriate committee or task force designated by the Secretary. The APDS Task Forces in the CO and ROs may impose the corresponding suspension or revocation based on the results of their investigation and shall report such action to the Secretary, through the Undersecretary for Finance, for monitoring and recording purposes. The revocation may be appealed to the Office of the Secretary, through the Office of the Undersecretary for Finance, within a period of fifteen (15) working days from notice. Pending the resolution by the Office of the Secretary, the revocation shall be held in abeyance.

## **12. EFFECTIVITY OF THE TCAA**

- 12.1 This TCAA shall be valid upon signing and notarization, and shall be effective until **December 31, 2035**.
- 12.2 For purposes of renewal of this TCAA, the Lender shall submit its Letter of Intent for the APDS re-accreditation at least three (3) months prior to the date of expiration.

**13. FINAL PROVISIONS**

- 13.1 This TCAA, its annexes, and pertinent DepEd issuances shall be the governing documents with reference to the inclusion of the Lender in the APDS.
- 13.2 The Lender shall conform to any APDS policy issued by DepEd in the form of DepEd Order, Memorandum, or other issuance. Any provision in this TCAA affected by subsequent APDS policy is deemed automatically modified or repealed as applicable.

**CONFORME:**

**[NAME OF ENTITY]**

**[NAME OF AUTHORIZED REPRESENTATIVE]**  
**[Position/Designation]**

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) s.s.

BEFORE ME a Notary Public, for and in the above jurisdiction, personally appeared \_\_\_\_\_, with his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her own free will and voluntary act and deed.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## ANNEX "B-1"

### PROCEDURES FOR THE MANUAL PROCESSING OF LOAN APPLICATIONS OF DEPED BORROWERS UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM

1. The **DepEd Borrower** (hereinafter referred to as the "**Borrower**") shall present his/her latest available pay slip (original) to the APDS accredited lending entity (hereinafter referred to as the "**Lender**") as part of his/her loan application.
2. The **Lender** shall evaluate the Borrower's loan application using its own criteria, including the Borrower's capacity to pay based on the pay slip. The presence of "Undeducted Obligations" in the Borrower's pay slip indicates his/her lack of capacity to pay the loan through the APDS, hence, such borrower is ineligible to borrow under the APDS.
3. If the loan application passes the Lender's evaluation, the **Lender** shall stamp the following on the face of the pay slip without obscuring the pertinent details therein:
  - a. Corporate name of the Lender and APDS Code for loans;
  - b. Principal amount of the loan;
  - c. Term of the loan (first and final months of deduction);
  - d. Amount of monthly amortization;
  - e. Date of loan evaluation; and
  - f. Name and signature of Lender's Loan Officer.
4. The **Lender** shall e-mail a scan of the stamped pay slip to the Borrower using the e-mail subject, "Request for Confirmation of Evaluated APDS Loan- <Lender's APDS Code> - <Borrower's complete name>"<sup>2</sup> and return the stamped pay slip to the Borrower.
5. The **Borrower** shall forward the e-mail received from the Lender to the official/designated DepEd e-mail address of the concerned DepEd Verifier (hereinafter referred to as "Verifier") using the Borrower's official DepEd e-mail.
6. The **Verifier** shall record the details of the Borrower and of the loan evaluated by the Lender that are pertinent to the assessment of the Borrower's capacity to pay.
7. The **Verifier** shall determine if the stamped monthly amortization can be accommodated in the APDS, cognizant of the Borrower's eligibility to avail of loans under the APDS, the NTHP rule, and the Borrower's capacity to pay based on the presented pay slip and the Verifier's records. The Verifier, based on his/her records, shall also check if the Borrower has approved obligations that are not yet reflected in the latter's stamped pay slip.

First-in first-served rule shall be strictly observed in the verification of loan applications.
8. The **Verifier**, using the official/designated DepEd e-mail, within seven (7) working days, shall e-mail the Lender, copy furnished ("Cc") the Borrower, either of the following messages depending on the Verifier's assessment:

<sup>2</sup>The DepEd Office concerned may prescribe its own e-mail subject through official communications with the Lenders, copy furnished the Office of the Undersecretary for Finance.

- a. If the monthly loan amortization can be accommodated in the APDS:

Please be informed that as validated in our records, the loan you evaluated **can be accommodated in the APDS:**

<b>Borrower's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Principal Amount of Approved Loan</b>	
<b>Amount of Monthly Amortization</b>	

Any misrepresentation in the Borrower's application evaluated by the Lender shall not be the liability of the Verifier.

- b. If the monthly loan amortization cannot be accommodated in the APDS:

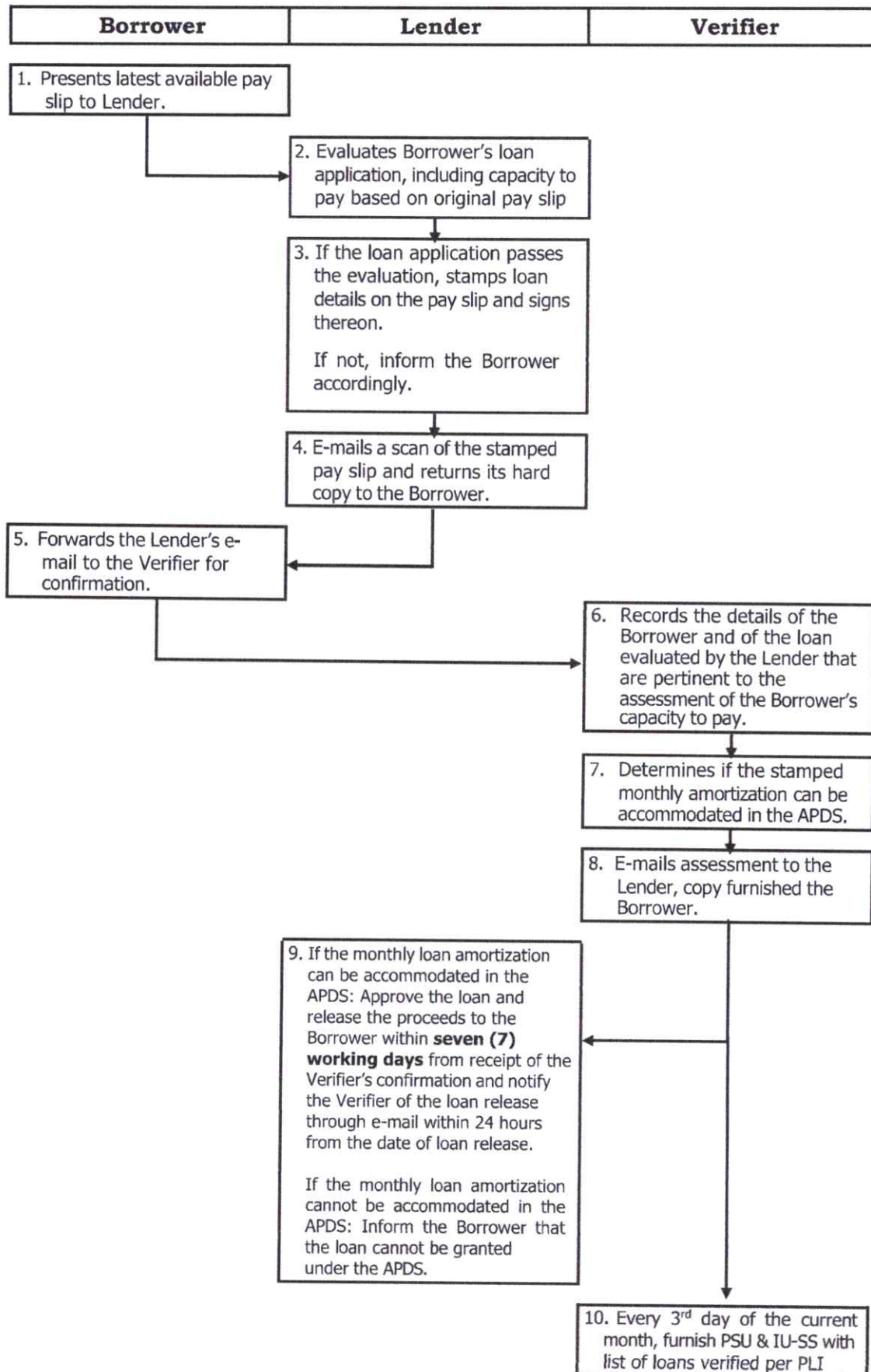
Please be informed that as validated in our records, the loan you evaluated **cannot be accommodated in the APDS** for reasons stated below:

<b>Borrower's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Principal Amount of Approved Loan</b>	
<b>Amount of Monthly Amortization</b>	
<b>Reason/s</b>	e.g. Insufficient NTHP; With approved obligations that are not yet reflected in the stamped pay slip

9. Depending on the Verifier's assessment, the **Lender** shall do either of the following upon receipt of the former's e-mail:
- If the monthly loan amortization can be accommodated in the APDS: Approve the loan and release the loan proceeds to the Borrower within **seven (7) working days** from receipt of the Verifier's confirmation and notify the Verifier of the release of the loan proceeds through e-mail within 24 hours from the date of loan release.
  - If the monthly loan amortization cannot be accommodated in the APDS: Inform the Borrower that the loan cannot be granted under the APDS.
10. Every 3<sup>rd</sup> day of the current month, the Verifier shall furnish the PSU & IU-SS with list of verified loans per PLI that can be accommodated in the payroll.

-- End --

**PROCESS FLOW ON LOAN APPLICATIONS OF DEPED BORROWERS UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM – VIA APPLICATION TO THE LENDER'S PHYSICAL OFFICE**



## ANNEX "B-2"

### SAMPLE PROCEDURES FOR THE ONLINE PROCESS OF LOAN APPLICATIONS OF DEPED BORROWERS UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM

1. The **DepEd Borrower** (hereinafter referred to as the "**Borrower**"), using the deped.gov.ph email address shall:
  - a. Secure ONLINE Loan Application Form (LAF) from the APDS accredited lending entity (hereinafter referred to as the "Lender");
  - b. Accomplish the LAF and submit the same to the Lender together with digital copy of the latest available pay slip. The submission shall be done securely online using the Lender's online system or through email. If done through email, the Borrower shall use their official DepEd email account for sending to the official account of the Lender; and
  - c. Wait for the response of the Lender through its online system or email, if he/she is eligible to be granted loan or not. In case eligible, forward the Lender's response to the official e-mail address of designated DepEd Verifier (hereinafter referred to as "Verifier").
2. The **Lender** shall:
  - a. Perform background check on the legitimacy of the loan being applied for by the Borrower to prevent occurrence of loans applied by fictitious borrowers;
  - b. Evaluate the Borrower's loan application using the Lender's own criteria, including the Borrower's capacity to pay based on the presented pay slip. The presence of "Undeducted Obligations" in the Borrower's pay slip indicates his/her lack of capacity to pay the loan through the APDS, hence, such borrower is ineligible to borrow under the APDS;
  - c. If the loan application passes the Lender's evaluation, stamp the following on the copy of the pay slip without obscuring the pertinent details therein:
    - i. Corporate name of the Lender and APDS Code for loans;
    - ii. Principal amount of the loan;
    - iii. Term of the loan (first and final months of deduction);
    - iv. Amount of monthly amortization;
    - v. Date of loan evaluation; and
    - vi. Name and signature of Lender's Loan Officer;
  - d. E-mail a scan of the stamped pay slip to the Borrower using the e-mail subject, "Request for Confirmation of Evaluated APDS Loan- <Lender's APDS Code> - <Borrower's complete name>"<sup>3</sup>; and
  - e. Depending on the Verifier's assessment, shall do either of the following upon receipt of the former's e-mail:
    - i. If the monthly loan amortization can be accommodated in the APDS: 1) Approve the loan and release the loan proceeds to the Borrower **within seven (7) working days** from receipt of the Verifier's confirmation; and 2) notify the Verifier of the release of the loan proceeds through e-mail within 24 hours from the date of loan release.
    - ii. If the monthly loan amortization cannot be accommodated in the APDS: Inform the Borrower that the loan cannot be granted under the APDS.

<sup>3</sup>The DepEd Office concerned may prescribe its own e-mail subject through official communications with the Lenders, copy furnished the Office of the Undersecretary for Finance.

3. The **Verifier** shall:

- a. Record the details of the Borrower and of the loan evaluated by the Lender that are pertinent to the assessment of the Borrower's capacity to pay;
- b. Determine if the stamped monthly amortization can be accommodated in the APDS, cognizant of the Borrower's eligibility to avail of loans under the APDS, the NTHP rule, and the Borrower's capacity to pay based on the presented pay slip and the Verifier's records. The Verifier, based on his/her records, shall also check if the Borrower has approved obligations that are not yet reflected in the latter's stamped pay slip.

First-in first-served rule shall be strictly observed in the verification of loan applications;

- c. Using the official/designated DepEd e-mail, within seven (7) working days shall e-mail the Lender, copy furnished ("cc") the Borrower, either of the following messages depending on the Verifier's assessment:

i. If the monthly loan amortization can be accommodated in the APDS:

Please be informed that as validated in our records, the loan application you evaluated can be accommodated in the APDS:

<b>Borrower's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Principal Amount of Approved Loan</b>	
<b>Amount of Monthly Amortization</b>	

Any misrepresentation in the Borrower's application verified by the Lender shall not be the liability of the Verifier.

ii. If the monthly loan amortization cannot be accommodated in the APDS:

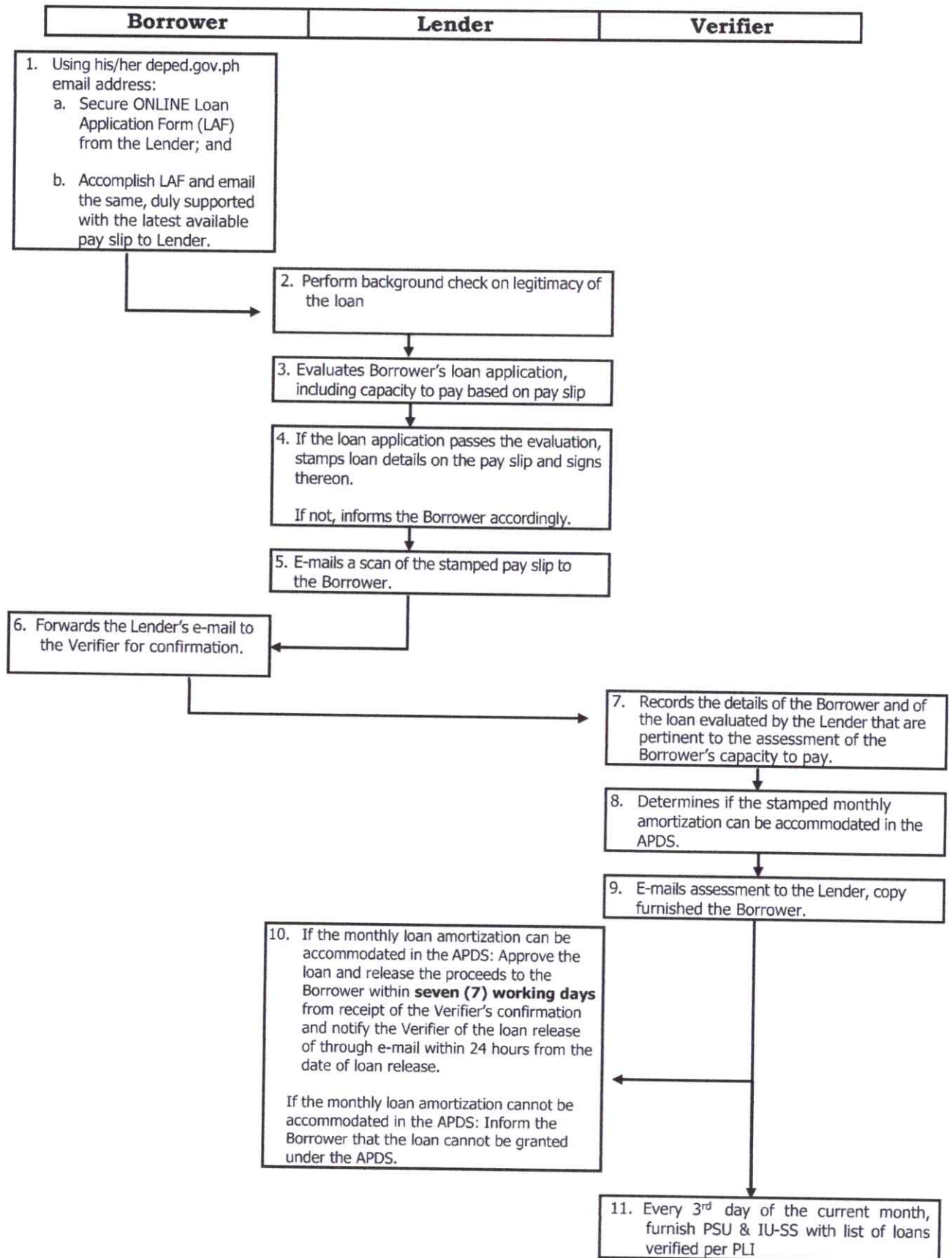
Please be informed that as validated in our records, the loan application you evaluated cannot be accommodated in the APDS for reasons stated below:

<b>Borrower's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Principal Amount of Applied Loan</b>	
<b>Amount of Monthly Amortization</b>	
<b>Reason/s</b>	e.g. Insufficient NTHP; With approved obligations that are not yet reflected in the stamped pay slip

- d. Every 3<sup>rd</sup> day of the current month, furnish the Payroll Services Unit (PSU) and/or Implementing Unit-Secondary Schools (IU-SS) with list of verified loan amortizations per PLI that can be accommodated in the payroll.

-- End --

**PROCESS FLOW ON LOAN APPLICATIONS OF DEPED BORROWERS UNDER THE DEPARTMENT'S PROGRAM ON AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) – VIA ONLINE PROCESS**



**ANNEX "C-1"**

**PRESCRIBED TEMPLATES FOR AUTHORITY TO DEDUCT AND PROMISSORY NOTE**

**AUTHORITY TO DEDUCT  
THROUGH THE DEPED AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**

I hereby authorize DepEd to deduct monthly from my salary, through the DepEd APDS, the sum of **PESOS:** \_\_\_\_\_ (P \_\_\_\_\_), inclusive of principal and interest, beginning on \_\_\_\_\_ and ending on \_\_\_\_\_, and to remit the same to N A M E O F L E N D E R in consideration of the loan which was granted to me on \_\_\_\_\_. **In case my loan amortization is not deducted in the payroll, regardless of the reason, I also authorize DepEd to automatically adjust the termination period in my pay slip by one (1) month for every month of delay of its deduction.**

The authorization is VALID AND BINDING within the aforementioned loan period, unless the loan is pre-terminated, or the authorization is otherwise revoked. Moreover, I agree that deductions that will reduce my monthly net take-home pay to lower than what is allowed under the law shall not be accommodated in the APDS.

**Signature over Printed Name of DepEd Borrower**

Employee Number: \_\_\_\_\_

Station Code: \_\_\_\_\_

Division Code: \_\_\_\_\_

Region: \_\_\_\_\_

**Date:** \_\_\_\_\_

**PROMISSORY NOTE**

For value received, the undersigned promises to pay through APDS to the **NAME OF LENDER** the sum of **PESOS:** \_\_\_\_\_ (P \_\_\_\_\_) with interest rate of \_\_\_\_\_ percent (\_\_\_\_%) per annum, **TO BE PAID IN EQUAL MONTHLY INSTALLMENTS, INCLUSIVE OF PRINCIPAL AND INTEREST, IN THE AMOUNT OF P \_\_\_\_\_, BEGINNING ON \_\_\_\_\_ AND ENDING ON \_\_\_\_\_, or until full payment.**

Default in the payment for six (6) consecutive installments shall render the entire unpaid balance due and demandable.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
(Signature over Printed Name of

Borrower) ID No. \_\_\_\_\_

Employee No. \_\_\_\_\_ Division No. \_\_\_\_\_ Station No. \_\_\_\_\_ Date Issued \_\_\_\_\_

School or Station Address: \_\_\_\_\_ Place Issued \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Subscribed and sworn to before me, this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, the affiant identified as such person after presenting the following:

NAME	ID NO.	DATE AND PLACE ISSUED
------	--------	-----------------------

**NOTARY PUBLIC**

Doc. No \_\_\_\_\_

Page No \_\_\_\_\_

Book No \_\_\_\_\_

Series of \_\_\_\_\_

(NOTE: Entities that do not collect notarial fees, as reflected in their declared breakdown of Other Charges, are not required to have this Promissory Note notarized)

**PRESCRIBED TEMPLATE FOR DISCLOSURE STATEMENT**

(Business Name of Creditor)

**DISCLOSURE STATEMENT ON LOAN/CREDIT TRANSACTION**  
(As Required under R.A. 3765, Truth In Lending Act)

NAME OF BORROWER \_\_\_\_\_  
ADDRESS \_\_\_\_\_

1. LOAN GRANTED (Amount to be financed) ..... P \_\_\_\_\_ (A)  
2. FINANCE CHARGES

	Not Deducted From Proceeds of Loan	Deducted From Proceeds of Loan
a. Interest _____ % p.a. from ____ to ____	P _____	P _____
( ) Simple           ( ) Monthly		
( ) Compound       ( ) Quarterly		
( ) Annual		
( ) Semi-Annual		
b. Non-Interest Charges		
c. Commitment Fee	X	X
d. Guarantee Fee	X	X
e. Other charges incidental to the extension of credit (Specify) _____	X	X
<b>Total finance charges</b>	P _____	P _____ (B)

3. NON-FINANCE CHARGES

a. Insurance Premium		
b. Taxes	X	X
c. Documentary/ Science Stamps		
d. Notarial fees		
e. Others (Specify) _____		
<b>Total non-finance charges</b>	P _____	P _____ (C)

4. OUTSTANDING LOAN BALANCE OF PREVIOUS LOAN  
(If loan renewal) P \_\_\_\_\_ (D)

5. TOTAL DEDUCTIONS FROM PROCEEDS OF LOAN (B + C + D) P \_\_\_\_\_ (E)

6. NET PROCEEDS OF LOAN (A less E) P \_\_\_\_\_ (F)

7. PERCENTAGE OF FINANCE CHARGES TO TOTAL AMOUNT  
FINANCED (Computed in accordance with Subsec. X301.1) \_\_\_\_\_ %

8. EFFECTIVE INTEREST RATE  
(Method of computation attached) \_\_\_\_\_ %

9. SCHEDULE OF PAYMENT

a. Single Payment due on \_\_\_\_\_ (Date)

b. Total Installment Payments Payable \_\_\_\_\_ In months/year  
(no. of payments)  
at P \_\_\_\_\_ each installment

10. COLLATERAL  
This loan is wholly/partly secured by (check):  
 Real Estate            Chattels  
 Government Securities    UNSECURED (Thru DepEd's Automatic Payroll Deduction System)

11. ADDITIONAL CHARGES IN CASE CERTAIN STIPULATIONS ARE NOT MET BY THE BORROWER.  
\*\*\*NOT TO BE COLLECTED THROUGH THE APDS\*\*\*

Nature	Amount
_____	_____
_____	_____

CERTIFIED CORRECT:  
\_\_\_\_\_  
(Signature of Creditor/Authorized Representative Over Printed Name)  
\_\_\_\_\_  
Position

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS STATEMENT PRIOR TO THE CONSUMMATION OF THE CREDIT TRANSACTION AND THAT I UNDERSTAND AND FULLY AGREE TO THE TERMS AND CONDITIONS THEREOF.

Date \_\_\_\_\_ (Signature of Borrower over Printed Name)

- Notice to Borrower:
- You are entitled to a copy of this paper which you shall sign.
  - Disclosure on loan is computed using the "diminishing method" while charges are deducted in advance (upfront) from loan proceeds.
  - Items marked "X" are not allowed under DepEd's Automatic Payroll Deduction System.

**ANNEX "D-1"**

Republic of the Philippines  
Department of Education  
**AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM**

**EFFECTIVE INTEREST CALCULATION MODEL FOR A ONE (1)-YEAR LOAN  
DECLINING/DIMINISHING BALANCE METHOD**

	A	B	C	D	E	F	G
1	Principal Amount (in PhP)		100,000.00		Contractual Interest Rate		
2	Loan Term (in years)		1		Per Annum	= 7.500%	
3	No. of installments (in mo)		12		Per Month	= 0.625%	
4	Grace period (in months)		-		Nominal Interest Rate	= 4.109%	
5	No. of periods (in months)		12		Effective Interest Rate (EIR)		
6	Other Charges		6.000%		Per Annum	= 21.0907%	
	Breakdown:				Per Month	= 1.608%	
		xxx	%				
		xxx	%				
		xxx	%				
7	Monthly Installment		PhP 8,675.75				
8							
9	<u>Installment</u> <u>Period</u>	<u>Gross Loan</u>	<u>Principal</u>	<u>Interest</u>	<u>Other</u> <u>Charges</u>	<u>NET</u> <u>PROCEEDS</u> <u>Cash Flows</u>	<u>Outstanding</u> <u>Balance</u>
10	0	100,000.00			6,000.00	94,000.00	100,000.00
11	1		8,050.75	625.00		(8,675.75)	91,949.25
12	2		8,101.07	574.68		(8,675.75)	83,848.18
13	3		8,151.70	524.05		(8,675.75)	75,696.48
14	4		8,202.65	473.10		(8,675.75)	67,493.83
15	5		8,253.91	421.84		(8,675.75)	59,239.92
16	6		8,305.50	370.25		(8,675.75)	50,934.42
17	7		8,357.41	318.34		(8,675.75)	42,577.01
18	8		8,409.64	266.11		(8,675.75)	34,167.37
19	9		8,462.20	213.55		(8,675.75)	25,705.17
20	10		8,515.09	160.66		(8,675.75)	17,190.08
21	11		8,568.31	107.44		(8,675.75)	8,621.77
22	12		8,621.86	53.89		(8,675.75)	-
23	Total		<u>100,000.00</u>	<u>4,108.91</u>	<u>6,000.00</u>		

**ANNEX "D-2"**

**EFFECTIVE INTEREST CALCULATION MODEL FOR A TWO (2)-YEAR LOAN  
DECLINING/DIMINISHING BALANCE METHOD**

	A	B	C	D	E	F	G
1	Principal Amount (in PhP)		100,000.00		Contractual Interest Rate		
2	Loan Term (in years)		2		Per Annum =	9.000%	
3	No. of installments (in mo)		24		Per Month =	0.750%	
4	Grace period (in months)		-		Nominal Interest Rate =	4.822%	
5	No. of periods (in months)		24		Effective Interest Rate (EIR)		
6	Other Charges		6.000%		Per Annum =	16.3511%	
	Breakdown:				Per Month =	1.2700%	
		xxx	%				
		xxx	%				
		xxx	%				
7	Monthly Installment		PhP 4,568.48				
8							
9	<u>Installment</u>	<u>Gross Loan</u>	<u>Principal</u>	<u>Interest</u>	<u>Other</u>	<u>NET</u>	<u>Outstanding</u>
	<u>Period</u>				<u>Charges</u>	<u>PROCEEDS</u>	<u>Balance</u>
						<u>Cash Flows</u>	
10	0	100,000.00			6,000.00	94,000.00	100,000.00
11	1		3,818.48	750.00		(4,568.48)	96,181.52
12	2		3,847.12	721.36		(4,568.48)	92,334.40
13	3		3,875.97	692.51		(4,568.48)	88,458.43
14	4		3,905.04	663.44		(4,568.48)	84,553.39
15	5		3,934.33	634.15		(4,568.48)	80,619.06
16	6		3,963.84	604.64		(4,568.48)	76,655.22
17	7		3,993.57	574.91		(4,568.48)	72,661.65
18	8		4,023.52	544.96		(4,568.48)	68,638.13
19	9		4,053.69	514.79		(4,568.48)	64,584.44
20	10		4,084.10	484.38		(4,568.48)	60,500.34
21	11		4,114.73	453.75		(4,568.48)	56,385.61
22	12		4,145.59	422.89		(4,568.48)	52,240.02
23	13		4,176.68	391.80		(4,568.48)	48,063.34
24	14		4,208.00	360.48		(4,568.48)	43,855.34
25	15		4,239.56	328.92		(4,568.48)	39,615.78
26	16		4,271.36	297.12		(4,568.48)	35,344.42
27	17		4,303.40	265.08		(4,568.48)	31,041.02
28	18		4,335.67	232.81		(4,568.48)	26,705.35
29	19		4,368.19	200.29		(4,568.48)	22,337.16
30	20		4,400.95	167.53		(4,568.48)	17,936.21
31	21		4,433.96	134.52		(4,568.48)	13,502.25
32	22		4,467.21	101.27		(4,568.48)	9,035.04
33	23		4,500.72	67.76		(4,568.48)	4,534.32
34	24		4,534.47	34.01		(4,568.48)	-
35	Total		100,000.00	9,643.37	6,000.00		

**ANNEX "D-3"**

**EFFECTIVE INTEREST CALCULATION MODEL FOR A THREE (3)-YEAR LOAN  
DECLINING/DIMINISHING BALANCE METHOD**

	A	B	C	D	E	F	G
1	Principal Amount (in PHP)		100,000.00		Contractual Interest Rate		
2	Loan Term (in years)		3		Per Annum	= 9.660%	
3	No. of installments (in mor		36		Per Month	= 0.805%	
4	Grace period (in months)		-		Nominal Interest Rate	= 5.196%	
5	No. of periods (in months)		36		Effective Interest Rate (EIR)		
6	Other Charges		6.000%		Per Annum	= 14.8865%	
	Breakdown				Per Month	= 1.163%	
		xxx	%				
		xxx	%				
		xxx	%				
7	Monthly instalment		PHP 3,210.78				
8							
9	<u>Installment</u>	<u>Gross Loan</u>	<u>Principal</u>	<u>Interest</u>	<u>Other</u>	<u>NET</u>	<u>Outstanding</u>
	<u>Period</u>				<u>Charges</u>	<u>PROCEEDS</u>	<u>Balance</u>
						<u>Cash Flows</u>	
10	0	100,000.00			6,000.00	94,000.00	100,000.00
11	1		2,405.78	805.00		(3,210.78)	97,594.22
12	2		2,425.15	785.63		(3,210.78)	95,169.07
13	3		2,444.67	766.11		(3,210.78)	92,724.40
14	4		2,464.35	746.43		(3,210.78)	90,260.05
15	5		2,484.19	726.59		(3,210.78)	87,775.86
16	6		2,504.18	706.60		(3,210.78)	85,271.68
17	7		2,524.34	686.44		(3,210.78)	82,747.34
18	8		2,544.66	666.12		(3,210.78)	80,202.68
19	9		2,565.15	645.63		(3,210.78)	77,637.53
20	10		2,585.80	624.98		(3,210.78)	75,051.73
21	11		2,606.61	604.17		(3,210.78)	72,445.12
22	12		2,627.60	583.18		(3,210.78)	69,817.52
23	13		2,648.75	562.03		(3,210.78)	67,168.77
24	14		2,670.07	540.71		(3,210.78)	64,498.70
25	15		2,691.57	519.21		(3,210.78)	61,807.13
26	16		2,713.23	497.55		(3,210.78)	59,093.90
27	17		2,735.07	475.71		(3,210.78)	56,358.83
28	18		2,757.09	453.69		(3,210.78)	53,601.74
29	19		2,779.29	431.49		(3,210.78)	50,822.45
30	20		2,801.66	409.12		(3,210.78)	48,020.79
31	21		2,824.21	386.57		(3,210.78)	45,196.58
32	22		2,846.95	363.83		(3,210.78)	42,349.63
33	23		2,869.87	340.91		(3,210.78)	39,479.76
34	24		2,892.97	317.81		(3,210.78)	36,586.79
35	25		2,916.26	294.52		(3,210.78)	33,670.53
36	26		2,939.73	271.05		(3,210.78)	30,730.80
37	27		2,963.40	247.38		(3,210.78)	27,767.40
38	28		2,987.25	223.53		(3,210.78)	24,780.15
39	29		3,011.30	199.48		(3,210.78)	21,768.85
40	30		3,035.54	175.24		(3,210.78)	18,733.31
41	31		3,059.98	150.80		(3,210.78)	15,673.33
42	32		3,084.61	126.17		(3,210.78)	12,588.72
43	33		3,109.44	101.34		(3,210.78)	9,479.28
44	34		3,134.47	76.31		(3,210.78)	6,344.81
45	35		3,159.70	51.08		(3,210.78)	3,185.11
46	36		3,185.14	25.64		(3,210.78)	
47	<b>Total</b>		<b>100,000.00</b>	<b>15,588.05</b>	<b>6,000.00</b>		

**ANNEX "D-4"**

**EFFECTIVE INTEREST CALCULATION MODEL FOR A FOUR (4)-YEAR LOAN  
DECLINING/DIMINISHING BALANCE METHOD**

	A	B	C	D	E	F	G
1	Prindpal Amount (in PHP)		100,000.00		Contractual Interest Rate		
2	Loan Term (in years)		4		Per Annum = 9.660%		
3	No. of Installments (in mor)		48		Per Month = 0.805%		
4	Grace period (in months)		-		Nominal Interest Rate = 5.240%		
5	No. of periods (in months)		48		Effective Interest Rate (EIR)		
6	Other Charges		6.000%		Per Annum = 13.759%		
	Breakdown:				Per Month = 1.080%		
		xxx	%				
		xxx	%				
		xxx	%				
7	Monthly Installment		PHP 2,519.97				
8							
9	<u>Installment</u> <u>Period</u>	<u>Gross Loan</u>	<u>Principal</u>	<u>Interest</u>	<u>Other</u> <u>Charges</u>	<u>NET</u> <u>PROCEEDS</u> <u>Cash Flows</u>	<u>Outstanding</u> <u>Balance</u>
10	0	100,000.00			6,000.00	94,000.00	100,000.00
11	1		1,714.97	805.00		(2,519.97)	98,285.03
12	2		1,728.78	791.19		(2,519.97)	96,556.25
13	3		1,742.69	777.28		(2,519.97)	94,813.56
14	4		1,756.72	763.25		(2,519.97)	93,056.84
15	5		1,770.86	749.11		(2,519.97)	91,285.98
16	6		1,785.12	734.85		(2,519.97)	89,500.86
17	7		1,799.49	720.48		(2,519.97)	87,701.37
18	8		1,813.97	706.00		(2,519.97)	85,887.40
19	9		1,828.58	691.39		(2,519.97)	84,058.82
20	10		1,843.30	676.67		(2,519.97)	82,215.52
21	11		1,858.14	661.83		(2,519.97)	80,357.38
22	12		1,873.09	646.88		(2,519.97)	78,484.29
23	13		1,888.17	631.80		(2,519.97)	76,596.12
24	14		1,903.37	616.60		(2,519.97)	74,692.75
25	15		1,918.69	601.28		(2,519.97)	72,774.06
26	16		1,934.14	585.83		(2,519.97)	70,839.92
27	17		1,949.71	570.26		(2,519.97)	68,890.21
28	18		1,965.40	554.57		(2,519.97)	66,924.81
29	19		1,981.23	538.74		(2,519.97)	64,943.58
30	20		1,997.17	522.80		(2,519.97)	62,946.41
31	21		2,013.25	506.72		(2,519.97)	60,933.16
32	22		2,029.46	490.51		(2,519.97)	58,903.70
33	23		2,045.80	474.17		(2,519.97)	56,857.90
34	24		2,062.26	457.71		(2,519.97)	54,795.64
35	25		2,078.87	441.10		(2,519.97)	52,716.77
36	26		2,095.60	424.37		(2,519.97)	50,621.17
37	27		2,112.47	407.50		(2,519.97)	48,508.70
38	28		2,129.47	390.50		(2,519.97)	46,379.23
39	29		2,146.62	373.35		(2,519.97)	44,232.61
40	30		2,163.90	356.07		(2,519.97)	42,068.71
41	31		2,181.32	338.65		(2,519.97)	39,887.39
42	32		2,198.88	321.09		(2,519.97)	37,688.51
43	33		2,216.58	303.39		(2,519.97)	35,471.93
44	34		2,234.42	285.55		(2,519.97)	33,237.51
45	35		2,252.41	267.56		(2,519.97)	30,985.10
46	36		2,270.54	249.43		(2,519.97)	28,714.56
47	37		2,288.82	231.15		(2,519.97)	26,425.74
48	38		2,307.24	212.73		(2,519.97)	24,118.50
49	39		2,325.82	194.15		(2,519.97)	21,792.68
50	40		2,344.54	175.43		(2,519.97)	19,448.14
51	41		2,363.41	156.56		(2,519.97)	17,084.73
52	42		2,382.44	137.53		(2,519.97)	14,702.29
53	43		2,401.62	118.35		(2,519.97)	12,300.67
54	44		2,420.95	99.02		(2,519.97)	9,879.72
55	45		2,440.44	79.53		(2,519.97)	7,439.28
56	46		2,460.08	59.89		(2,519.97)	4,979.20
57	47		2,479.89	40.08		(2,519.97)	2,499.31
58	48		2,499.85	20.12		(2,519.97)	-
59	Total		100,000.00	20,958.02	6,000.00		

**ANNEX “D-5”**

**EFFECTIVE INTEREST CALCULATION MODEL FOR A FIVE (5)-YEAR LOAN  
DECLINING/DIMINISHING BALANCE METHOD**

	A	B	C	D	E	F	G
1	Principal Amount (in PhP)		100,000.00		Contractual Interest Rate		
2	Loan Term (in years)		5		Per Annum	= 9.660%	
3	No. of installments (in mon)		60		Per Month	= 0.805%	
4	Grace period (in months)		-		Nominal Interest Rate	= 5.296%	
5	No. of periods (in months)		60		Effective Interest Rate (EIR)		
6	Other Charges		6.000%		Per Annum	= 13.082%	
	Breakdown:						
		xxx	%				
		xxx	%				
		xxx	%				
7	Monthly installment		PhP 2,108.02		Per Month	= 1.030%	
8							
9	<u>Installment</u>	<u>Gross Loan</u>	<u>Principal</u>	<u>Interest</u>	<u>Other</u>	<u>NET</u>	<u>Outstanding</u>
	<u>Period</u>				<u>Charges</u>	<u>PROCEEDS</u>	<u>Balance</u>
						<u>Cash Flows</u>	
10	0	100,000.00			6,000.00	94,000.00	100,000.00
11	1		1,303.02	805.00		(2,108.02)	98,696.98
12	2		1,313.51	794.51		(2,108.02)	97,383.47
13	3		1,324.08	783.94		(2,108.02)	96,059.39
14	4		1,334.74	773.28		(2,108.02)	94,724.65
15	5		1,345.49	762.53		(2,108.02)	93,379.16
16	6		1,356.32	751.70		(2,108.02)	92,022.84
17	7		1,367.24	740.78		(2,108.02)	90,655.60
18	8		1,378.24	729.78		(2,108.02)	89,277.36
19	9		1,389.34	718.68		(2,108.02)	87,888.02
20	10		1,400.52	707.50		(2,108.02)	86,487.50
21	11		1,411.80	696.22		(2,108.02)	85,075.70
22	12		1,423.16	684.86		(2,108.02)	83,652.54
23	13		1,434.62	673.40		(2,108.02)	82,217.92
24	14		1,446.17	661.85		(2,108.02)	80,771.75
25	15		1,457.81	650.21		(2,108.02)	79,313.94
26	16		1,469.54	638.48		(2,108.02)	77,844.40
27	17		1,481.37	626.65		(2,108.02)	76,363.03
28	18		1,493.30	614.72		(2,108.02)	74,869.73
29	19		1,505.32	602.70		(2,108.02)	73,364.41
30	20		1,517.44	590.58		(2,108.02)	71,846.97
31	21		1,529.65	578.37		(2,108.02)	70,317.32
32	22		1,541.97	566.05		(2,108.02)	68,775.35
33	23		1,554.38	553.64		(2,108.02)	67,220.97
34	24		1,566.89	541.13		(2,108.02)	65,654.08
35	25		1,579.50	528.52		(2,108.02)	64,074.58
36	26		1,592.22	515.80		(2,108.02)	62,482.36
37	27		1,605.04	502.98		(2,108.02)	60,877.32
38	28		1,617.96	490.06		(2,108.02)	59,259.36
39	29		1,630.98	477.04		(2,108.02)	57,628.38
40	30		1,644.11	463.91		(2,108.02)	55,984.27
41	31		1,657.35	450.67		(2,108.02)	54,326.92
42	32		1,670.69	437.33		(2,108.02)	52,656.23
43	33		1,684.14	423.88		(2,108.02)	50,972.09
44	34		1,697.69	410.33		(2,108.02)	49,274.40
45	35		1,711.36	396.66		(2,108.02)	47,563.04
46	36		1,725.14	382.88		(2,108.02)	45,837.90
47	37		1,739.02	369.00		(2,108.02)	44,098.88
48	38		1,753.02	355.00		(2,108.02)	42,345.86
49	39		1,767.14	340.88		(2,108.02)	40,578.72
50	40		1,781.36	326.66		(2,108.02)	38,797.36
51	41		1,795.70	312.32		(2,108.02)	37,001.66
52	42		1,810.16	297.86		(2,108.02)	35,191.50
53	43		1,824.73	283.29		(2,108.02)	33,366.77
54	44		1,839.42	268.60		(2,108.02)	31,527.35
55	45		1,854.22	253.80		(2,108.02)	29,673.13
56	46		1,869.15	238.87		(2,108.02)	27,803.98
57	47		1,884.20	223.82		(2,108.02)	25,919.78
58	48		1,899.37	208.65		(2,108.02)	24,020.41
59	49		1,914.66	193.36		(2,108.02)	22,105.75
60	50		1,930.07	177.95		(2,108.02)	20,175.68
61	51		1,945.61	162.41		(2,108.02)	18,230.07
62	52		1,961.27	146.75		(2,108.02)	16,268.80
63	53		1,977.06	130.96		(2,108.02)	14,291.74
64	54		1,992.97	115.05		(2,108.02)	12,298.77
65	55		2,009.01	99.01		(2,108.02)	10,289.76
66	56		2,025.19	82.83		(2,108.02)	8,264.57
67	57		2,041.49	66.53		(2,108.02)	6,223.08
68	58		2,057.92	50.10		(2,108.02)	4,165.16
69	59		2,074.49	33.53		(2,108.02)	2,090.67
70	60		2,091.19	16.83		(2,108.02)	-
71	Total		100,000.00	26,480.68	6,000.00		

**ANNEX "E"**

**SAMPLE SWORN STATEMENT REGARDING THE LOAN DOCUMENTS  
SUBMITTED AND FULL EXPLANATION OF THE TERMS AND CONDITIONS OF  
THE LOANS TO THE BORROWERS.**

[Date]

**DR.** \_\_\_\_\_  
Regional Director  
DepEd -Region \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SWORN CERTIFICATION**

**Sir/Madam:**

As a/an <type of private entity> accredited under the Automatic Payroll Deduction System (APDS) Program of the Department of Education, may we request for automatic payroll deduction of the obligations obtained by the following DepEd personnel for the month of \_\_\_\_\_, 20\_\_\_\_.

	<b>Name of Employee</b>	<b>Work Station</b>	<b>Date of Loan Release</b>
1.	_____	_____	_____
2.	_____	_____	_____

In this regard, the Company hereby certifies the following:

1. Name of Entity and the DepEd borrowers have executed Authorities to Deduct, Promissory Notes, and Disclosure Statements, and copies of the said documents were furnished to the concerned DepEd borrowers;
2. The terms and conditions of the loan were properly discussed with the DepEd borrowers and they have understood the same;
3. The loans granted herein were duly verified by the designated DepEd Verifier; and
4. That the proceeds of the loan, as appearing in the documents signed by the DepEd borrowers, were actually released to and received by them in full as of the date of loan release.

The company agrees that any falsity of the certification herein is a ground for the revocation of the company's accreditation in the DepEd APDS.

Very truly yours,

\_\_\_\_\_  
**NAME**  
[Position/Official Designation]

SUBSCRIBED AND SWORN to this \_\_ day of \_\_\_\_\_ by the affiant who is personally known to me/identified by me as such persons after presenting his or her <government issued ID>.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## ANNEX "F"

### SAMPLE PROCEDURES FOR THE ONLINE PROCESS ON THE SUBMISSION OF MONTHLY BILLING STATEMENTS BY THE LENDER UNDER THE DEPARTMENT'S APDS PROGRAM

#### A. The **Lender** shall:

1. Consolidate all loan accounts granted to DepEd borrowers within a month, and prepare monthly billing statement in accordance with the prescribed template provided by the Payroll Services Units (PSU) and/or Implementing Unit-Secondary Schools (IU-SS). The billing statement must be duly supported with pertinent documents, as shown below.
  - a. For each loan applied by concerned DepEd borrowers:
    - i. Processed Loan Application Form;
    - ii. Authorization to Deduct (ATD);
    - iii. Promissory Note (PN);
    - iv. Disclosure Statement;
    - v. Amortization Schedule; and
    - vi. Proof of loan release such as checks, loan vouchers (duly acknowledged by the DepEd borrowers), credit memos, remittance lists and other proof of fund transfer issued by the Lender.
  - b. Subscribed Sworn Certification stating that:
    - i. The Lender and the DepEd borrowers have executed ATDs, PNs, and DS, and copies of the said documents were furnished to the concerned DepEd borrowers;
    - ii. The Lender properly discussed the terms and conditions of the loans with the DepEd borrowers and they have understood the same;
    - iii. The loans granted herein were duly verified by the designated DepEd Verifier;
    - iv. The proceeds of the loan, as appearing in the documents signed by the DepEd borrowers, were actually released to and received by them in full as of the date of loan release; and
    - v. The Lender agrees that any falsity of the certification herein is a ground for the revocation of the company's accreditation in the DepEd APDS.
2. Every 5<sup>th</sup> day of the month, submit through email the monthly billing statement/s for all loans of DepEd borrowers granted within the previous month, together with the scanned copies of the pertinent documents listed in Items 1 (a and b) above, to the official email addresses of PSUs and/or IU-SSs (\_\_@deped.gov.ph). Under no circumstance shall the Lender bill a Borrower for loans not yet granted.
3. Check and retrieve any returned billings through email from PSUs and/or IU-SSs, and re-submit the same as rectified, on or before the 10<sup>th</sup> day of the current month. **Any billing for new loans granted by the Lender that will reduce the minimum monthly NTHP to an amount lower than what is allowed under the law shall not be accommodated and shall be returned to the Lender.**
4. Provide copies of the billing statement to the concerned Schools Division Offices, Attention: DepEd Verifiers, within ten (10) days after the submission of its final billing statement to the PSUs and/or IU-SSs through email. If necessary, submit hard copies of signed billing statement (original copy) and the supporting documents to the PSU and/or IU-SS.

**ANNEX “G”**

**PROVINCES/REGIONS WHERE THE NAME OF LENDER HAS OFFICE/S AS VALIDATED BY DEPED (Including affiliate offices, if any)**

**NAME OF ENTITY:**

**APDS CODE:**

<b>REGION</b>	<b>PROVINCIAL LOCATION</b>	<b>COMPLETE ADDRESS (Floor, Building, Lot/Block/Street No., Street, Barangay, Municipality/City)</b>	<b>NAME OF AUTHORIZED PERSONNEL</b>	<b>DESIGNATION</b>	<b>BRANCH/OFFICE CONTACT NUMBER</b>	<b>OFFICIAL EMAIL ADDRESS</b>

I hereby certify that the said offices/branches can sufficiently render services such as, but not limited to: maintaining complete records, accepting payments, issuance of statements of accounts, service invoice/official receipts, certificates of full payment, and contracts and membership documents, all within specified timeframes, and attending to other transactions, queries, and complaints of DepEd personnel.

**(Signature)**

**Name of Authorized Representative**

**Designation**

## ANNEX "H"

### GROUND FORS SUSPENSION OR REVOCATION OF ACCREDITATION/RE-ACCREDITATION

(For Lending, Insurance Premia, or Membership Dues/Contributions, as Applicable)

#### Simple Grounds

"Simple grounds" are acts or omissions of an accredited entity in violation of the guidelines on accreditation/re-accreditation or TCAA that can cause minor damage to DepEd personnel in relation with the APDS.

Any violation may affect the accreditation standing of the entity, based on the complaints raised by concerned DepEd personnel as recorded by the Department.

Accredited entities shall receive formal written notifications of any reported violations of the APDS guidelines, requiring them to address or resolve the issue or complaint within the prescribed period. Accumulating a total of ten (10) unresolved or unaddressed notices shall result in the enforcement of penalties for simple grounds [to be applied to all the branches within the province/s with complaints]. For monitoring purposes, the number of validated and unresolved notices shall be tracked on a per-calendar-year basis. Each calendar year shall be monitored independently to allow a new annual compliance record.

- a. First Offense – non-acceptance of new business for one (1) month
- b. Second Offense – non-acceptance of new business for two (2) months
- c. Third Offense – non-acceptance of new business for three (3) months
- d. Fourth Offense – Revocation of accreditation

Simple grounds include, but are not limited to, the following:

- a. Billing more than the allowed loan per DepEd borrower.
- b. Not furnishing the DepEd personnel, or charging the DepEd borrower fees for copies of the ATD, PN, DS, and/or amortization schedule in accordance with Annexes D-1 to D-5, or copies of the Certificate of Membership, Policy Contract, and/or other documents evidencing membership for insurance/mutual benefits/association duly acknowledged by DepEd personnel.
- c. Billing/requiring a co-maker, through APDS, for the loan balance of the principal borrower.
- d. Computation of interest and non-interest charges on Loan not in accordance with the guidelines, but the Effective Interest Rate is still within the specified ceiling.
- e. Not reflecting the conditions on penalties and/or past due interest on loans, if any, in the DS signed by DepEd borrowers.
- f. Failure to implement financial literacy initiatives for DepEd personnel.
- g. Refusal to accept tender of payment of loan in advance, whether partially or in full, during or after the term of the loan, from DepEd borrower/s or from other lending institutions, in case of loan take-out/buy-out by the latter.
- h. Non- or delayed issuance of the service invoice/official receipt in case of partial or full payment.
- i. Failure or delay in the issuance of a dated Certificate of Full Payment of Loan

to the DepEd borrower and/or failure to send a written request to the concerned payroll servicing unit for the immediate stoppage of deduction, in case of advance payment of loan in full.

- j. Unrefunded over-deductions for the first time/payroll month.
- k. Failure to provide duly certified Statement of Account/Status of Premium Payments for every loan/transaction granted to a DepEd borrower/member, free of charge, anytime upon request [within the day that the request was made by DepEd or the DepEd borrower/member, but in no case after more than three (3) working days], duly supported by an up-to-date payment history, outstanding loan balance for full-settlement with its valid-through date.
- l. Unauthorized or invalid extension of the termination date of loan amortization beyond what is stipulated in the Authority to Deduct signed by DepEd borrowers, or beyond the period allowed by the guidelines.
- m. Charging fee for and/or delay or non-issuance of a Certificate of Full Payment of Loan (CFPL).
- n. Failure to promptly inform DepEd Regional and Central Office of any change in office address, relocation, or closure of its office or affiliate for purposes of updating Annex G of the TCAA.
- o. Using the terms "DepEd" or any designation referring to DepEd school personnel, including but not limited to "public school teacher", in promotions or in any form of advertisement.
- p. Submission of billing not in accordance with the prescribed timelines.
- q. Charging and collecting interest and pre-termination penalty/fee for the remainder of the term of the loan in case of advance payment in full of the loan.
- r. Operating lending/insurance premia/mutual benefits business in a province without prior authority from DepEd.
- s. Maintaining an office that is not compliant with the requirements of the guidelines/TCAA.
- t. Non- or delayed submission of documentary requirements.
- u. Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans/obligations under APDS.
- v. Inclusion in the billing statement for lending business of mutual aid system/ insurance premia deductions, or compelling any DepEd borrower to take out any type of insurance contract other than credit life insurance, as a condition to the loan agreement.
- w. Failure to submit the required documents within the period specified by the guidelines.
- x. Deduction of advance payments from the loan proceeds of DepEd borrowers.
- y. Other acts or omissions similar or analogous to the above.

## **Serious Grounds**

The Accreditation shall be revoked upon commission of grounds classified as "Serious". When the Accreditation is revoked, the Accredited Entity shall no longer be allowed to grant new business under the APDS. However, collection of deductions already incorporated in the APDS as of the date of revocation shall continue up to the termination dates reflected in the pay slip. Thereafter, the APDS Code is automatically cancelled.

"Serious grounds" are acts or omissions of an accredited entity in violation of the guidelines on accreditation/re-accreditation or TCAA, which manifest fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.

Serious grounds include, but are not limited to the following:

- a. Approval/release/billing of loans/insurance premium/membership dues or contributions without requisite assessment/verification by DepEd Verifier.
- b. Making false representation to the DepEd employee regarding the terms and conditions of the loan/insurance premium/membership dues or contributions.
- c. Acceptance of blank ATD, PN and DS signed by the concerned DepEd borrowers.
- d. Submission of false/fraudulent documents.
- e. Inclusion of deductions not indicated in Annexes D1 – D5 (sample loan computation).
- f. Computation of interest and non-interest rates on Loan not in accordance with the guidelines and the Effective interest Rate exceeds the specified ceiling.
- g. Billing of loans not yet granted, renewed or released to DepEd borrowers.
- h. Entering into automatic payroll deduction agreements with DepEd fiscally autonomous schools.
- i. Transfer, reassignment, and sale of deduction code and loan portfolio not in accordance with the APDS guidelines.
- j. "Piggy-backing" (Accredited entities allowing the use of the APDS Code by non- accredited entities).
- k. Engaging in any form of harassment, coercion, or attempts to improperly influence the conduct of official functions, such as but not limited to, making malicious or defamatory imputation, threat and physical injury against DepEd personnel and filing of unfounded or baseless complaints against DepEd officials and/or personnel in relation to the implementation of the APDS.
- l. Requiring DepEd personnel to sign any documents containing provisions or conditions that contradict the APDS guidelines.
- m. The Certificate of Registration/Authority of the entity is cancelled or terminated by the IC, SEC, BSP or CDA.

- n. Non-disclosure of the revocation or suspension of the Certificate of Registration/Authority by the concerned government regulatory bodies.
- o. Repeated suspensions arising from simple grounds, demonstrating refusal to comply with or blatant disregard of the APDS Guidelines, as evidenced by the accumulation of third-offense violations for three (3) consecutive years.
- p. Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd personnel who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.

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### ANNEXES FOR ENCLOSURE 3

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**TERMS AND CONDITIONS OF THE APDS ACCREDITATION (TCAA)  
FOR INSURANCE PREMIA AND MEMBERSHIP DUES/CONTRIBUTIONS**

**1. STATEMENT OF PRINCIPLES**

- 1.1 Participation in the DepEd Automatic Payroll Deduction System (APDS) at the Central, Regional, Division Offices and School Levels may be granted to private institutions authorized under specific law to be paid through salary deductions, and accredited by DepEd after fulfillment of requirements as provided in DepEd APDS guidelines or other issuances on the matter.
- 1.2 The accredited private institution shall subscribe to the following principles:
  - 1.2.1 Full transparency in reporting operations and financial status as evidenced by audited financial statements and appropriate disclosure statements; and
  - 1.2.2 Integrity of operations through proper and complete documentation of insurance policies and/or memberships of DepEd personnel.
- 1.3 The DepEd shall ensure that the objectives and purposes of APDS are achieved through proper regulation, periodic review, and accreditation/re-accreditation.
- 1.4 The APDS shall be implemented in accordance with the limitations imposed by existing and new laws, such as monthly net take-home pay (NTHP) and order of preference of deductions.

**2. ACCREDITATION AND ASSIGNMENT OF APDS CODE**

- 2.1 Accredited entities shall be assigned APDS codes for their exclusive use.
- 2.2 **APDS Code <number>, and the Sub-Codes<sup>1</sup> listed in Annex "B", if any,** for insurance premia and/or membership dues/contributions shall strictly be used for the collection of such payments only<sup>2</sup>.
- 2.3 The APDS Code and Sub-Codes (if any) issued in this TCAA shall not be used for deductions for any type of loan.
- 2.4 The APDS Code shall not be transferred, sold, or assigned to any other entity, except in the following cases:
  - Merger, acquisition, or consolidation, including instances where an accredited entity is merged or consolidated with another entity not accredited under the APDS
  - Transactions involving a parent–subsidiary relationship
  - Other analogous and meritorious cases expressly approved by DepEd after proper evaluation

In case of merger or consolidation between two (2) accredited entities, the APDS Code of the surviving entity shall be used.

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<sup>1</sup> In case of multiple products and services, the Accredited Entity shall be issued a maximum of three (3) APDS Sub-Codes. Annex C contains the list of Sub-Codes issued.

<sup>2</sup> The APDS Code and Sub-Codes (if any) issued in this TCAA shall not be used for deductions for any type of loan.

2.5 In the event that the Accredited Entity amends its Articles of Incorporation/Cooperation and By-Laws, including changes in its corporate name and principal office, or effects other similar corporate changes, including but not limited to, changes in control of ownership, the Accredited Entity shall furnish DepEd with duly certified copies of the amended Articles of Incorporation/Cooperation, as the case may be, and amended By-Laws as approved by Securities and Exchange Commission (SEC)/Cooperative Development Authority (CDA), as the case may be, and the General Information Sheet (GIS)/Cooperative Annual Progress Report (CAPR), for updating of DepEd's records. DepEd shall not be liable for any issues arising from the changes in the entity prior to its receipt of the written notification.

### **3. PROCESSING OF APPLICATIONS FOR INSURANCE POLICY/MEMBERSHIP/ OTHER ALLOWED OBLIGATION**

- 3.1 For payment of insurance premia and/or membership dues/contributions intended to be serviced through the APDS, the Accredited Entity shall process applications for insurance policy/membership/other allowed obligation (hereinafter referred to as "Application") in accordance with the terms and conditions herein.
- 3.2 Processing of **online/digital applications** may be allowed under APDS, provided that DepEd is notified by the Accredited Entity in writing, duly supported with information on its detailed procedures/mechanics and online process flow presented to the DepEd APDS National Task Force, and acknowledged/authorized by DepEd prior to its implementation.
- 3.3 The Accredited Entity **shall exert all efforts to examine the authenticity of documents submitted online by the applicant.** In case of fraud, and/or misrepresentation in the application of DepEd personnel, DepEd shall not be held liable in any way.
- 3.4 The Accredited Entity may approve an Application only upon certification by the DepEd Verifier, secured by the Accredited Entity through the DepEd Personnel, stating that the monthly payments can be accommodated within the threshold of the monthly NTHP as required by the General Appropriations Act (GAA) at the time of approval of the Application. Succeeding deductions shall conform to the monthly NTHP as provided by the GAA or other applicable laws at the time of the deduction.
- 3.5 The Accredited Entity shall follow the procedure on the approval of Applications as contained in **Annex "C-1" (for manual processing) and Annex "C-2" (for online processing).**
- 3.6 The Accredited Entity shall accept applications only from DepEd personnel who are incorporated in the regular payroll with issued employee number and with approved appointment, whether assigned at the national, regional, schools division, or school level [implementing unit (IU) or non-IU].
- 3.7 The Accredited Entity shall ensure that every Application and/or transaction is fully documented with a completely filled out Application Form, Authority to Deduct (ATD), Certificate of Membership, Policy Contract, and/or other documents evidencing insurance coverage/membership. The ATD must be accomplished following the standard form/template as contained in Annex "D", and with consistent information. The Accredited Entity shall furnish the DepEd personnel copies of these documents free of charge, upon approval of the Application.

- 3.8 The Accredited Entity shall immediately notify the DepEd personnel upon approval of his/her Application.
- 3.9 The Accredited Entity shall fully explain the terms and conditions of the insurance policy/membership/other allowed obligation to the DepEd personnel. The Accredited Entity shall submit a Sworn Statement to this effect together with its billing. (See Annex "E")
- 3.10 The Accredited Entity shall not require the surrender of an Automated Teller Machine (ATM) card as collateral from DepEd personnel, regardless of their consent.
- 3.11 The Accredited Entity shall ensure that the venue of litigation in the event of legal suit against the DepEd personnel or the Accredited Entity shall exclusively be within the location of the Employee's work station only.

#### **4. BILLING OF INSURANCE PREMIA AND/OR MEMBERSHIP DUES/ CONTRIBUTIONS**

- 4.1 The Accredited Entity shall consolidate all the insurance policies and/or memberships approved within a month into one billing.
- 4.2 The Accredited Entity shall be responsible for submitting monthly billings to the PSU and IU, and checking and retrieving any returned billings (**refer to Annex F for the procedure**). Any billing for new insurance premia and/or membership dues/contributions approved by the Accredited Entity that will reduce the monthly minimum NTHP shall not be accommodated and shall be returned to the Accredited Entity.
- 4.3 The Accredited Entity shall be responsible for promptly notifying DepEd in writing in cases where the termination period reflected in the DepEd personnel's pay slip is not automatically adjusted for each month of non-deduction, in accordance with the DepEd personnel's written authorization.
- 4.4 The Accredited Entity shall not grant new insurance premia and/or membership dues/contributions if the DepEd personnel has existing Undeducted Obligations as reflected in his/her pay slip.
- 4.5 For payments to be incorporated in the next payroll month, the Accredited Entity shall submit billings for all Applications approved within the current month on or before the **5<sup>th</sup> working day** of the next payroll month. Under no circumstance shall the Accredited Entity bill a DepEd personnel for verified Applications and/or transactions not yet approved.
- 4.6 The Accredited Entity shall submit billing statement to DepEd in an electronic format as agreed with the PSU and IU. Each billing shall be supported with soft copies of the required documents, including the Application Form, ATD, Certificate of Membership, Policy Contract, and/or other documents evidencing membership duly acknowledged by DepEd personnel, and Sworn Statement mentioned in item 3.9 above.

The APDS Accredited entity shall be solely responsible in case of misrepresentation in the submission of the said supporting documents.

- 4.7 Only billing statements certified by the DepEd Verifier that such insurance premia or membership dues/contributions could be accommodated in the payroll and with complete supporting documents shall be processed by the PSU/IU. The Accredited Entity may transmit billing statements electronically via email or through direct submission or direct to the PSU/IU secondary school's office (refer to Annex F for the procedure).

- 4.8 DepEd shall adjust the termination period in the DepEd personnel's payslip by one (1) month for every month of delay in case the monthly deduction is not deducted in the payroll.
- 4.9 The Accredited Entity shall provide copies of the billings, via email, to the concerned Schools Division Offices within ten (10) days after the submission of its billing to the DepEd.
- 4.10 The Accredited Entity shall not charge penalties/fines/surcharges due to delays of payments as a result of any of the following:
- 4.10.1 Failure on the part of the Accredited Entity to pick up remittance checks;
  - 4.10.2 Non-remittance due to suspension or revocation of Accreditation;
  - 4.10.3 Failure of the DepEd to remit on time due to errors, inadvertence, force majeure, or any extreme circumstance;
  - 4.10.4 Non-existence of office or affiliate company in a particular province; and
  - 4.10.5 Other reasons/causes similar or analogous to the above.
- 4.11 The Accredited Entity shall be responsible for collecting, outside of the APDS, the outstanding balances of DepEd personnel in the event of separation from service (e.g, retirement, resignation, dismissal or termination of appointment, etc.). DepEd shall notify the Accredited Entity of such separation; provided, however, that the failure to give such notice shall not be construed as a liability on the part of DepEd, nor shall it relieve the Accredited Entity of its sole responsibility to collect the outstanding balances.
- 4.12 In case the DepEd personnel was temporarily removed from the regular payroll due to prolonged leave of absence, (or any other similar or analogous reasons), the deductions on his/her pay slip shall be retained and shall appear once he/she has reported back to office and is integrated back to the regular payroll.
- 4.13 In case of DepEd personnel's transfer of workstation to another region, division, or school, DepEd shall notify the concerned Accredited Entity for purposes of collection. The Accredited Entity may continue collecting regardless of whether it has an established office or affiliate in the DepEd personnel's new workstation. The Accredited Entity may then submit the corresponding billing to the concerned PSU/IU. Such billing shall be supported with ATD signed by the DepEd personnel and other requirements specified in item 4.6 above, for verification and recording.

## **5. OVER-THE-COUNTER PAYMENTS**

- 5.1 The Accredited Entity shall not refuse to accept any tender of payment made in advance by a DepEd personnel or their authorized representative/s, whether partial or in full. Service Invoice/Official receipt (OR) shall be issued on the date of payment. In case of full payment, the Accredited Entity shall immediately:
- a) inform the PSU/IU to delete the deduction; and
  - b) submit the deletion file for the said deduction.
- 5.2 In case of full payment of dues by the DepEd personnel, the Accredited Entity shall automatically include the DepEd personnel's name in the list of insurance premia/membership deductions for stoppage in the payroll and in the Deletion File to be effected immediately in the next payroll month.
- 5.3 The DepEd personnel may request for stoppage from the PSU/IU by presenting a Certificate of Full Payment or any similar document, duly verified by DepEd from the Accredited Entity. If the Accredited Entity fails to respond within five (5) working days, the said request shall be deemed valid.

- 5.4 The Accredited Entity shall request the PSU and IU the monthly list of payroll deductions that were stopped, and the corresponding supporting documents such as the DepEd personnel's request for stoppage.

## **6. OVER-DEDUCTION**

- 6.1 In case of over-deductions, the Accredited Entity shall refund the corresponding amount to the DepEd personnel concerned within thirty (30) days from knowledge or notice thereof.
- 6.2 The Accredited Entity shall request DepEd for the adjustment of Service Fee in the next payroll month, corresponding to the amount refunded on over-deductions. The said request must be duly supported with proof of refund, duly acknowledged by the DepEd personnel.

## **7. REMITTANCE**

- 7.1 The Accredited Entity shall pay DepEd a service fee of \_\_\_\_ percent (\_\_\_%) of the total monthly collection, which shall be automatically deducted from their collection before remittance:
- a. For insurance premia due to insurance companies: Three percent (3%) of amount to be remitted
  - b. For mutual benefit membership dues/contributions due to associations/ cooperatives, non-stock savings and loan associations, and mutual benefit associations: One percent (1%) of amount to be remitted.
- 7.2 The Accredited Entity shall issue a service invoice/OR to DepEd within fifteen (15) days after remittance of payments. Failure to do so will cause the suspension of the release of succeeding remittances until the issuance of the service invoice/OR. The Accredited Entity may request DepEd to remit the payments through either of the following modes:
- a. Through intra- or interbank fund transfer: The Accredited Entity shall coordinate with the remitting DepEd office for the procedure in setting up the fund transfer. The Accredited Entity shall shoulder the service charge, if any.
  - b. Through check: The Accredited Entity shall pick up the remittance check from DepEd within the succeeding month after the deductions were reflected in the payroll. Otherwise, the preparation of succeeding checks will be suspended until the prepared check is picked up. Any request for replacement of stale checks shall be supported by written justification from the Accredited Entity.
- 7.3 Payments for insurance premia and/or membership dues/contributions shall be refunded to the concerned DepEd personnel in case the corresponding remittance check becomes stale and not requested by the Accredited Entity for replacement after notification by DepEd for three (3) times.

## **8. DOCUMENTARY REQUIREMENTS**

- 8.1 The Accredited Entity shall ensure the issuance of a Statement of Account (SOA) to a DepEd personnel, free of charge, anytime upon request, preferably within the day that the request was made by DepEd or by the DepEd personnel,

but in no case after more than three (3) working days from such request. The DepEd personnel may request for a SOA either via email (using official DepEd email address), in-person or other available means. The requested SOA shall be released also via email and other available means deemed convenient to the DepEd personnel. The SOA shall include an up-to-date payment history.

8.2 The Accredited Entity shall submit through email or electronic medium (USB) and other digital means the following documents, duly certified as true copies by the concerned government regulatory agencies (i.e. SEC/CDA/IC) to the DepEd Central Office (CO) annually, through the APDS Secretariat, on or before September 30, except for business permit/s, the deadline for which is March 31 of the current year:

- Audited Financial Statements for the previous year, duly filed and received by the BIR
- Corporate income tax return for the previous year, duly filed and received by the BIR
- Business Permit/s of the offices of the Accredited Entity for the current year

[Additional documents as applicable to the entity:]

- SEC Certification that (i) the Accredited Entity has not been dissolved and (ii) that the Commission has not received any derogatory information that would prevent the entity from exercising its purpose/s as stated in its Articles of Incorporation. The Certification shall cover a period of one year immediately preceding its issuance.
- GIS for the current year received by the SEC (or every time in case of changes mentioned in Item 2.4)
- Certificate of Compliance issued by the CDA for the current year
- CAPR for the current year
- IC Certificate of Authority covering the current year
- Updated list of the Officers and Board of Directors with corresponding updated Curriculum Vitae/bio-data/bio-note (with picture) of directors/trustees and officers (based on updated official filings – GIS and CAPR)

8.3 The Accredited Entity shall submit to the DepEd CO, copy furnished the concerned DepEd Regional Offices (ROs), reports on Membership/Claims/Benefits Granted and Collection/Remittance, duly certified/signed by the Accredited Entity's Chief Accountant or his/her equivalent, on a quarterly basis (in electronic-MS Excel format and PDF copies) scheduled as follows:

**Table 1: Schedule of Submission of Report on Membership/Claims/Benefits Granted and Collection/Remittance**

<b>Cut-off Period</b>	<b>Deadline</b>
As of March 31	On or before May 15 of the year
As of June 30	On or before August 15 of the year
As of September 30	On or before November 15 of the year
As of December 31	On or before February 15 of the following year

8.4 The Accredited Entity shall submit to the Department of Education authentic

and faithful copies of all required documents, which shall not be falsified, altered, or otherwise modified to misrepresent their original content.

## 9. OTHER CONDITIONS

9.1 The Accredited Entity shall not enter into any contract or agreement with DepEd offices other than the CO regarding insurance premia and/or membership dues/contributions under APDS.

9.2 The Accredited Entity shall in no case require, directly or indirectly, any DepEd personnel to execute/sign any document containing provisions or conditions that contradict the APDS guidelines.

Likewise, the Accredited Entity shall be fully accountable for any misconduct, improper and/or illegal act done on behalf of or in favor of said entity committed by its staff, collecting agent, or any personnel engaged by the Accredited Entity regardless of nature or kind of employment.

9.3 The Accredited Entity shall conduct financial literacy and awareness programs for DepEd personnel to promote informed decision-making and responsible financial management.

9.4 The Accredited Entity shall not use outstanding obligations to interfere with renewal of professional licenses of concerned DepEd personnel.

9.5 The Accredited Entity shall limit its operation to provinces/regions where it has office/s or affiliate companies. The office shall employ a full-time manager or authorized personnel, and staff who shall maintain the complete records/documents, accept payments, issue SOA, service invoice/OR, and CFP, and attend to other transactions and any queries/complaints of DepEd personnel. Annex "G", which forms an integral part of this TCAA, contains the provinces/region/s, including the location of its offices (main and branches) and affiliate companies, if any, per province/region, where the Accredited Entity is authorized to operate.

9.6 In case of closure or transfer of the Accredited Entity's office/affiliate to another location or site, the Accredited Entity shall notify DepEd in writing at least thirty (30) calendar days prior to the intended closure or relocation, and submit the necessary supporting documents for proper recording/validation.

9.7 In case of change in email address or contact number/s regardless if post-paid or registered mobile or landline telephone number in the name of the Accredited Entity, the Accredited Entity shall notify/update DepEd Central Office by submitting a Certification stating therein the changes in email address or contact number/s that will be officially used in transacting with DepEd personnel.

9.8 The Accredited Entity shall make available to DepEd for inspection at any reasonable time all ATDs, Certificates of Membership, Policy Contracts, and other related documents in the course of periodic review.

9.9 In case of a merger or consolidation the surviving entity shall submit the following documents within three (3) months upon their availability:

- Deed of Assignment, if any
- Certified true copy of the Articles of Merger or Consolidation
- Secretary's Certificate indicating the name of the authorized collecting agent/personnel

In case the surviving entity is not accredited under the APDS, they can use the code of the accredited entity for collection of existing deductions until termination or full payment. The surviving entity may apply for accreditation in accordance with the prescribed APDS accreditation requirements.

- 9.10 In the event that DepEd becomes aware that an Accredited Entity has been placed under liquidation/receivership, DepEd shall promptly notify the Insurance Commission (IC) in writing. Accordingly, DepEd shall cease the processing of payroll deductions for insurance premia and/or membership dues or contributions related to the said entity. DepEd shall defer to the policies and procedures of the IC with respect to the liquidation and settlement of claims.
- 9.11 The Accredited Entity shall not use the name of DepEd or any designation referring to DepEd school personnel, including but not limited to “public school teacher”, in its promotions or in any form of advertisement.

## **10. NECESSARY ATTACHMENTS**

10.1 This TCAA shall include as integral parts the following attachments:

- 10.1.1 **Annex “A”** – Notarized Secretary’s Certificate supported by a Board Resolution authorizing the Accredited Entity’s representative to execute this TCAA.
- 10.1.2 **Annex “B”** – List of Sub-Codes, if any, and the corresponding products and/or services under each Sub-Code, with proof of approval from their respective government regulatory agencies to offer such products and/or services.
- 10.1.3 **Annex “C-1 and C-2”** - Procedures for the Processing of DepEd Employees’ Applications for Insurance Premia and/or Membership Dues/Contributions with the Accredited Entities Under the Department’s APDS (on-site/manual and on-line process, respectively).
- 10.1.4 **Annex “D”** – APDS Template/Standard Format of Authority to Deduct.
- 10.1.5 **Annex “E”** – Sworn Statement regarding the documents submitted and full explanation of the terms and conditions to the Employees.
- 10.1.6 **Annex “F”** – Procedures for the Online Process on the Submission of Monthly Billing Statements by the Accredited Entity Under the Department’s Program on APDS
- 10.1.7 **Annex “G”** – Provinces/Regions where the Accredited has office/s as validated by DepEd, with the main office per region identified, indicating therein the address/es, official contact numbers, and the name/s of manager/s and contact person/s
- 10.1.8 **Annex “H”** – Grounds for Suspension or Revocation of Accreditation

## **11. GROUNDS FOR SUSPENSION OR REVOCATION**

- 11.1 The Accredited Entity agrees that its Accreditation may be suspended or revoked by DepEd based on grounds enumerated in Annex “H”.

11.2 The Accredited Entity shall receive formal written notification from DepEd Central Office of any reported violations of the APDS guidelines, requiring them to address or resolve the issue or complaint. Accumulating a total of ten unresolved or unaddressed notices shall result in the enforcement of sanctions as stated under Annex H.

All complaints, however, may be addressed through alternative dispute resolution or other remedial measures that are fair and not prejudicial to either DepEd personnel or the accredited entity.

11.3 The Accredited Entity is strictly prohibited from engaging in any form of act that may be construed as harassment, coercion, or attempts to improperly influence the conduct of the DepEd personnel's official functions.

11.4 Suspension, which involves non-acceptance of new business or deduction billing for not less than one (1) month, shall be imposed upon repeated commission of grounds classified as "Simple".

11.5 The Accreditation shall be revoked upon commission of grounds classified as "Serious". When the Accreditation is revoked, the Accredited Entity shall no longer be allowed to grant new business under the APDS. However, collection of deductions already incorporated in the APDS as of the date of revocation shall continue for the next three (3) months or until requested for stoppage by the concerned DepEd personnel, whichever comes earlier. Within sixty (60) calendar days from the said revocation, DepEd shall notify the concerned DepEd personnel of the stoppage of deductions, and the latter may transact and/or pay directly to the formerly accredited entity, or terminate their memberships therewith. Thereafter, the APDS Code and Sub-Codes, if any, are automatically cancelled.

11.6 Any suspension or revocation imposed upon a particular office shall likewise be considered as sanction against all its other offices within the same province. If imposed on the Head Office, the same shall be imposed upon all its other offices in the national level.

11.7 Any complaint for the commission of any of the grounds for revocation should be made in writing and sufficient in form and substance. For the purposes of a formal investigation, the complaint must:

- Contain the name/s and address/es of the complainant/s;
- Contain the entity or person subject of the complaint;
- Contain the acts or omissions complained of constituting the infraction, based on the personal knowledge of the complainant;
- Be accompanied with supporting documents, as needed; and
- Be notarized.

However, DepEd shall not be precluded from conducting an investigation/fact-finding on the basis of other information received or discovered.

11.8 The commission of grounds for suspension or revocation shall be validated by the appropriate committee or task force designated by the Secretary. The APDS Task Forces in the CO and ROs may impose the corresponding suspension or revocation as based on the results of their investigation and shall report such action to the Secretary, through the Undersecretary for Finance, for monitoring and recording purposes. The revocation may be appealed to the Office of the Secretary, through the Office of the Undersecretary for Finance, within a period of fifteen (15) working days from notice. Pending the resolution by the Office of the Secretary, the revocation shall be held in abeyance.

**12. EFFECTIVITY OF THE TCAA**

- 12.1 This TCAA shall be valid upon signing and notarization, and shall be effective until **December 31, 2035.**
- 12.2 For purposes of renewal of this TCAA, the Accredited Entity shall submit its Letter of Intent for the APDS re-accreditation at least three (3) months prior to the date of expiration.

**13. FINAL PROVISIONS**

- 13.1 This TCAA, its annexes, and pertinent DepEd issuances shall be the governing documents with reference to the inclusion of the Accredited Entity in the APDS.
- 13.2 The Accredited Entity shall conform to any APDS policy issued by DepEd in the form of DepEd Order, Memorandum, or other issuance. Any provision in this TCAA affected by subsequent APDS policy is deemed automatically modified or repealed as applicable.

**CONFORME:**

**[NAME OF ENTITY]**

**[NAME OF AUTHORIZED REPRESENTATIVE]**  
**[Position/Designation]**

**ACKNOWLEDGEMENT**

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) s.s.

BEFORE ME a Notary Public, for and in the above jurisdiction, personally appeared \_\_\_\_\_, with his/her \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her own free will and voluntary act and deed.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

**ANNEX "B"**

**LIST OF SUB-CODES WITH CORRESPONDING PRODUCTS AND/OR SERVICES UNDER EACH SUB-CODE**

NAME OF ENTITY: \_\_\_\_\_

APDS CODE : \_\_\_\_\_

<b>APDS SUB-CODE</b>	<b>PRODUCTS AND/OR SERVICES</b>	<b>DATE APPROVED BY IC/CDA/SEC</b>
____ - A		
____ - B		
____ - C		

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Authorized Representative

## ANNEX "C-1"

### PROCEDURES FOR THE MANUAL PROCESSING OF DEPED EMPLOYEES' APPLICATIONS FOR INSURANCE PREMIA AND/OR MEMBERSHIP DUES/CONTRIBUTIONS WITH THE ACCREDITED ENTITIES UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM

1. The **DepEd Employee** (hereinafter referred to as the "**Employee**") accomplishes application for insurance policy/membership/ other allowed obligation (hereinafter referred to as "**Application**") provided by the APDS accredited entity (hereinafter referred to as the "**Accredited Entity**").
2. The **Employee** submits the Application together with his/her latest available pay slip (original) to the **Accredited Entity** as part of his/her Application.
3. The **Accredited Entity** shall evaluate the Employee's Application using its own criteria, including the Employee's capacity to pay based on the presented pay slip. The presence of "Undeducted Obligations" in the Employee's pay slip indicates his/her lack of capacity to pay through the APDS, hence, the Application of such employee shall not be approved by the Accredited Entity under the APDS.
4. If the Application passes the **Accredited Entity's** evaluation, the **Accredited Entity** shall stamp the following on the face of the pay slip without obscuring the pertinent details therein:
  - a. Corporate name of the Accredited Entity and APDS Code/Sub-Code for insurance premia and/or membership dues/contributions;
  - b. Amount of monthly salary deduction;
  - c. Date of evaluation; and
  - d. Name of Accredited Entity's Officer, who shall sign on the stamp to signify evaluation.
5. The **Accredited Entity** shall e-mail a scan of the stamped pay slip to the Employee using the e-mail subject, "Request for Confirmation of Evaluated APDS Application- <Accredited Entity's APDS Code> - <Employee's complete name>"<sup>3</sup> and return the stamped pay slip to the Employee.
6. The **Employee** shall forward the e-mail received from the Accredited Entity to the official/designated DepEd e-mail address of the concerned DepEd Verifier (hereinafter referred to as "Verifier") using the Employee's official DepEd e-mail.
7. The **Verifier** shall record the details of the Employee and of the Application evaluated by the Accredited Entity that are pertinent to the assessment of the Employee's capacity to pay.
8. The **Verifier** shall determine if the stamped monthly deduction can be accommodated in the APDS, cognizant of the Employee's eligibility to avail of insurance policy/membership/other allowed obligation under the APDS, the NTHP rule, and the Employee's capacity to pay based on the presented pay slip and the Verifier's records. The Verifier, based on his/her records, shall also check if the Employee has approved obligations that are not yet reflected in the latter's stamped pay slip.

First-in first-served rule shall be strictly observed in the verification of Applications.

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<sup>3</sup>The DepEd Office concerned may prescribe its own e-mail subject through official communications with the Accredited Entities, copy furnished the Office of the Undersecretary for Finance.

9. The **Verifier**, using the official/designated DepEd e-mail, within seven (7) working days, shall e-mail the Accredited Entity, copy furnished (“cc”) the Employee, either of the following messages depending on the Verifier’s assessment:

a. If the monthly deduction can be accommodated in the APDS:

Please be informed that as validated in our records, the application of DepEd employee you evaluated can be accommodated in the APDS, as follows:

<b>Employee’s Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Amount of Monthly Membership Dues/Contribution</b>	

Any misrepresentation in the Employee’s Application evaluated by the Accredited Entity shall not be the liability of the Verifier.

b. If the monthly deduction cannot be accommodated in the APDS:

Please be informed that as validated in our records, the application of DepEd employee you evaluated cannot be accommodated in the APDS for reasons stated below.

<b>Employee’s Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Amount of Monthly Membership Dues/Contribution</b>	
<b>Reason/s</b>	e.g. Insufficient NTHP; With approved obligations that are not yet reflected in the stamped pay slip

10. Depending on the Verifier’s assessment, the **Accredited Entity** shall do either of the following upon receipt of the former’s e-mail:

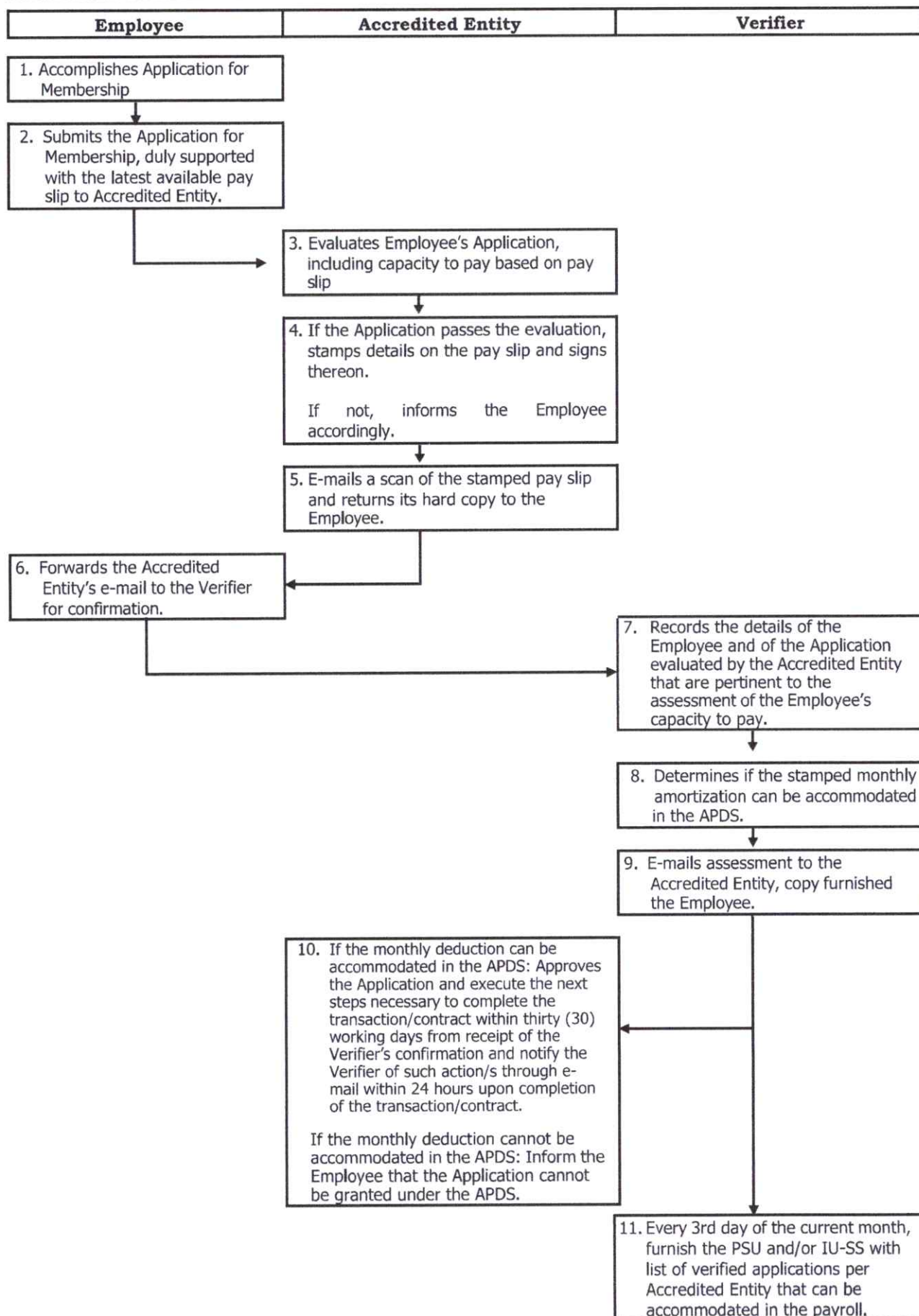
a. If the monthly deduction can be accommodated in the APDS: Approve the Application and execute the next steps necessary to complete the transaction/contract within thirty (30) working days from receipt of the Verifier’s confirmation and notify the Verifier of such action/s through e-mail within 24 hours upon completion of the transaction/contract.

b. If the monthly deduction cannot be accommodated in the APDS: Inform the Employee that the Application cannot be granted under the APDS.

11. Every 3<sup>rd</sup> day of the current month, the Verifier shall furnish the Payroll Services Unit (PSU) and/or Implementing Unit-Secondary Schools (IU-SS) with list of verified insurance premia/membership dues/contributions per Accredited Entity that can be accommodated in the payroll.

-- End --

**PROCESS FLOW FOR THE PROCEDURES ON MANUAL PROCESSING OF DEPED EMPLOYEES' APPLICATIONS FOR INSURANCE PREMIA AND/OR MEMBERSHIP DUES/CONTRIBUTIONS WITH THE ACCREDITED ENTITIES UNDER THE DEPARTMENT'S PROGRAM ON APDS**



## ANNEX "C-2"

### SAMPLE PROCEDURES FOR THE ONLINE PROCESS OF DEPED EMPLOYEES' APPLICATIONS FOR INSURANCE PREMIA AND/OR MEMBERSHIP DUES/CONTRIBUTIONS WITH THE ACCREDITED ENTITIES UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM

1. The **DepEd Employee** (hereinafter referred to as the "**Employee**"), using the deped.gov.ph email address shall:
  - a. Secure an ONLINE Application Form from the APDS accredited entity (hereinafter referred to as the "Accredited Entity");
  - b. Accomplish the Application Form and submit the same to the Accredited Entity together with digital copy of the latest available pay slip. The submission shall be done securely online using the Accredited Entity's online system or through email. If done through email, the Employee shall use their official DepEd email account for sending to the official account of the Accredited Entity; and
  - c. Wait for the response of the Accredited Entity through its online system or email, if he/she is eligible or not. In case eligible, forward the Accredited Entity's response to the official e-mail address of designated DepEd Verifier (hereinafter referred to as "Verifier").
2. The **Accredited Entity** shall:
  - a. Perform background checks on the legitimacy of the membership being applied for by the Employee to prevent occurrence of application for membership by fictitious Employees;
  - b. Evaluate the Employee's application for membership using the Accredited Entity's own criteria, including the Employee's capacity to pay based on the presented pay slip. The presence of "Undeducted Obligations" in the Employee's pay slip indicates his/her lack of capacity to pay the insurance premia and/or membership dues/contributions through the APDS, hence, such employee is ineligible to become the Accredited Entity's member under the APDS;
  - c. If the membership application passes the Accredited Entity's evaluation, stamp the following on the face of the pay slip without obscuring the pertinent details therein:
    - i. Corporate name of the Accredited Entity and APDS Code/Sub-Code for insurance premia and/or membership dues/contributions;
    - ii. Amount of monthly salary deduction;
    - iii. Date of application for membership; and
    - iv. Name and signature of Accredited Entity's Officer;
  - d. E-mail a scan of the stamped pay slip to the Employee using the e-mail subject, "Request for Confirmation of Evaluated APDS Application - <Accredited Entity's APDS Code> - <Employee's complete name>"<sup>3</sup>; and
  - e. Depending on the Verifier's assessment, do either of the following upon receipt of the former's e-mail:
    - i. If the monthly deduction can be accommodated in the APDS: 1) Approve the Application and execute the next steps necessary to complete the transaction/contract within thirty (30) working days from receipt of the Verifier's confirmation and 2) notify the Verifier of such action/s through e-mail within 24 hours.

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<sup>3</sup> The DepEd Office concerned may prescribe its own e-mail subject through official communications with the Accredited Entity, copy furnished the Office of the Undersecretary for Finance.

- ii. If the monthly deduction cannot be accommodated in the APDS: Inform the Employee that the application cannot be granted under the APDS.

3. The **Verifier** shall:

- a. Record the details of the Employee and of the application evaluated by the Accredited Entity that are pertinent to the assessment of the Employee's capacity to pay;
- b. Determine if the stamped monthly amortization can be accommodated in the APDS, cognizant of the Employee's eligibility to avail of insurance policy/membership/other allowed obligation under the APDS, the NTHP rule, and the Employee's capacity to pay based on the presented pay slip and the Verifier's records. The Verifier, based on his/her records, shall also check if the Employee has approved obligations that are not yet reflected in the latter's stamped pay slip.

First-in first-served rule shall be strictly observed in the verification of applications;

- c. Within seven (7) days, e-mail the Accredited Entity using the official/designated DepEd e-mail, copy furnished ("cc") the Employee, either of the following messages depending on the Verifier's assessment:

- i. If the monthly deduction can be accommodated in the APDS:

Please be informed that as validated in our records, the application of DepEd Employee you evaluated can be accommodated in the APDS, as follows:

<b>Employee's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Amount of Monthly Membership Dues/Contribution</b>	

Any misrepresentation in the Employee's application verified by the Accredited Entity shall not be the liability of the Verifier.

- ii. If the monthly deduction cannot be accommodated in the APDS:

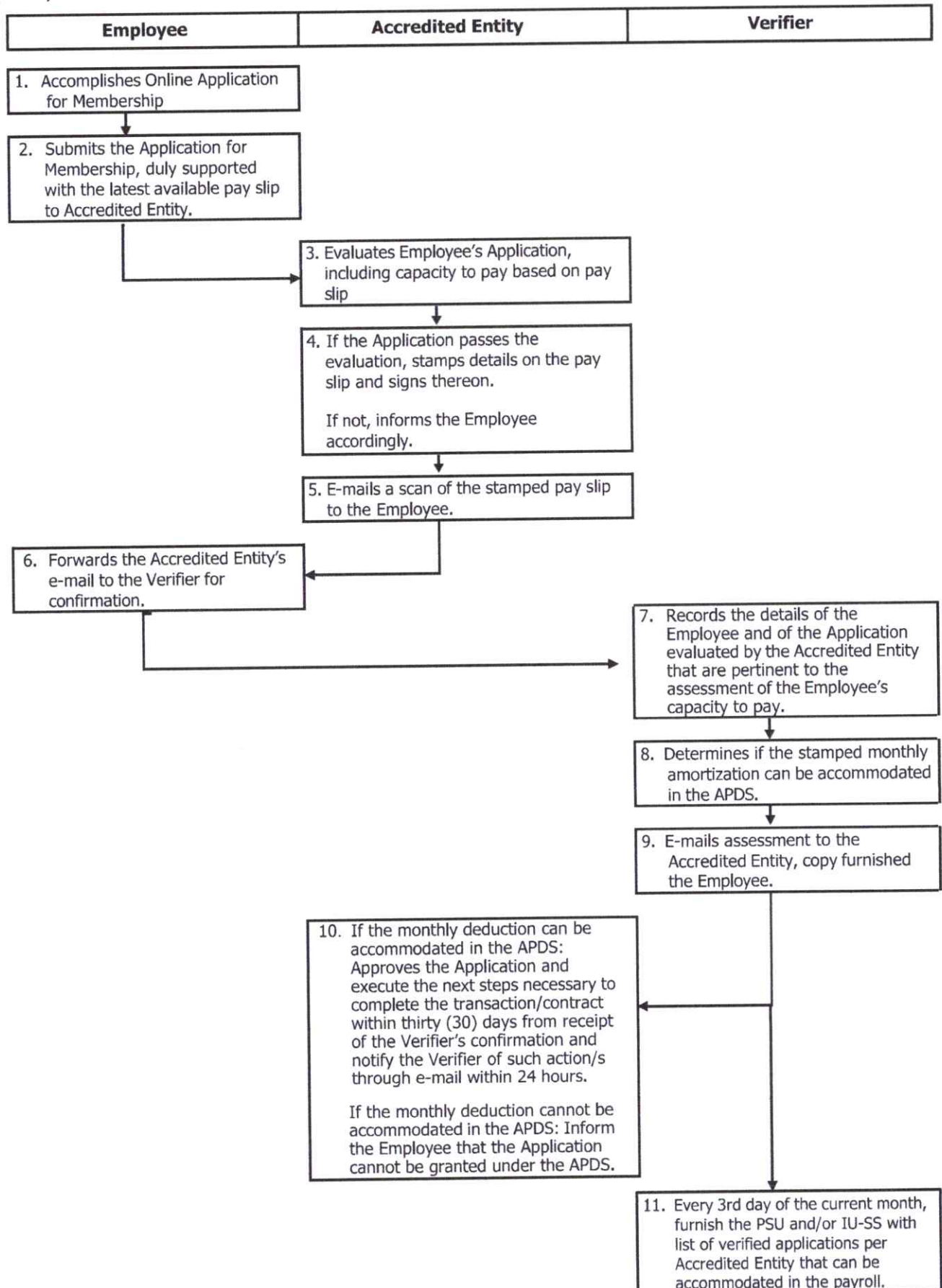
Please be informed that as validated in our records, the application of DepEd Employee you evaluated cannot be accommodated in the APDS for reasons stated below:

<b>Employee's Name</b>	
<b>Employee No.</b>	
<b>Station Code</b>	
<b>Amount of Monthly Membership Dues/Contribution</b>	
<b>Reason/s</b>	e.g. Insufficient NTHP; With approved obligations that are not yet reflected in the stamped pay slip

- d. Every 3<sup>rd</sup> day of the current month, furnish the Payroll Services Unit (PSU) and/or Implementing Unit-Secondary Schools (IU-SS) with list of verified insurance premia/membership contributions per Accredited Entity that can be accommodated in the payroll every 3<sup>rd</sup> day of the current month

-- End --

**PROCESS FLOW FOR THE ONLINE PROCEDURES ON DEPED EMPLOYEES' APPLICATIONS FOR INSURANCE PREMIA AND/OR MEMBERSHIP DUES/CONTRIBUTIONS WITH THE ACCREDITED ENTITIES UNDER THE DEPARTMENT'S PROGRAM ON AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**



**ANNEX "D"**

**APDS Template/Standard Format of Authority to Deduct**

**AUTHORITY TO DEDUCT  
THROUGH THE DEPED AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS)**

I hereby authorize DepEd to deduct monthly from my salary, through the DepEd APDS, the sum of **PESOS:** \_\_\_\_\_ (P\_\_\_\_\_ ) beginning on \_\_\_\_\_ and ending on \_\_\_\_\_, as premium/contribution/due, and to remit the same to NAME OF ACCREDITED ENTITY in consideration of the insurance policy/membership/other allowed obligation, more specifically described as \_\_\_\_\_. In case my premium contribution is not deducted from the payroll, regardless of the reason, I also authorize DepEd to automatically adjust the termination period in my pay slip by one (1) month for every month of delay of its deduction. I fully understand that no lapses of payment shall be made by the Accredited Entity for this purpose, thus, the corresponding benefit as contracted shall be available in case of need.

The authorization is **VALID AND BINDING** within the aforementioned period, unless the authorization is otherwise revoked. Moreover, I agree that deductions that will reduce my monthly net take-home pay to lower than what is allowed under the law shall not be accommodated in the APDS.

\_\_\_\_\_  
**Signature over Printed Name of DepEd Employee**

**Employee Number:**

**Station Code:**

**Division Code:**

**Region:**

**Date:** \_\_\_\_\_

**ANNEX "E"**

**Sworn Statement regarding the documents submitted and full explanation of the terms and conditions to the Employees.**

[Date]

**DR.** \_\_\_\_\_  
Regional Director  
DepEd -Region \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SWORN CERTIFICATION**

**Sir/Madam:**

As a/an <type of private entity> accredited under the Automatic Payroll Deduction System (APDS) Program of the Department of Education, may we request for automatic payroll deduction of the obligations obtained by the following DepEd personnel for the month of \_\_\_\_\_, 20\_\_\_\_.

Name of Employee	Work Station	Date of Application
_____	_____	_____

In this regard, the Company hereby certifies the following:

1. Name of Entity and the DepEd personnel have executed Authorities to Deduct and Policy Contracts and/or Certificates of Membership, and copies of the said documents were furnished to the concerned DepEd personnel;
2. The insurance premia and/or membership dues/contributions of new DepEd members were duly verified by the designated DepEd Verifier; and
3. The terms and conditions were properly discussed with the DepEd personnel and they have understood the same.

The company agrees that any falsity of the certification herein is a ground for the revocation of the company's accreditation in the DepEd APDS.

Very truly yours,

**NAME**  
\_\_\_\_\_  
[Position/Official Designation]

SUBSCRIBED AND SWORN to this \_\_\_\_ day of \_\_\_\_\_ by the affiant who is personally known to me/identified by me as such persons after presenting his or her <government issued ID>.

Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## ANNEX "F"

### Sample Procedures for the Online Process on the Submission of Monthly Billing Statements by the Accredited Entity Under the Department's APDS Program

A. The **Accredited Entity** shall:

1. Consolidate all Applications for Membership of DepEd Employees within a month, and prepare monthly billing statement in accordance with the prescribed template provided by the Payroll Services Units (PSU) and/or Implementing Unit-Secondary Schools (IU-SS). The billing statement must be duly supported with pertinent documents of DepEd Employees, as shown below.
  - a. As provided by DepEd Employees:
    - i. Accomplished Application for Membership Form
    - ii. Authorization to Deduct (ATD);
    - iii. Government Issued ID; and
    - iv. Latest available pay slip.
  - b. Subscribed Sworn Certification stating that:
    - i. Name of Entity and the DepEd personnel have executed Authorities to Deduct and Policy Contracts and/or Certificates of Membership, and copies of the said documents were furnished to the concerned DepEd personnel;
    - ii. The insurance premia and/or membership dues/contributions of new DepEd members were duly verified by the designated DepEd Verifier; and
    - iii. The terms and conditions were properly discussed with the DepEd personnel and they have understood the same.
2. Every **5<sup>th</sup> day of the month**, submit through email the monthly billing statement/s for all applications for membership of DepEd Employees granted within the previous month, together with the scanned copies of the pertinent documents listed in Items 1 (a and b) above, to the official email addresses of PSUs and/or IU-SSs (\_\_\_\_@deped.gov.ph). Under no circumstance shall the Accredited Entity bill a DepEd Employee for applications not verified by the DepEd Verifier.
3. Check and retrieve any returned billings through email from PSUs and/or IU-SSs, and re- submit the same as rectified, on or before the 10<sup>th</sup> day of the current month. **Any billing for new Applications for Membership approved by the Accredited Entity, but has not been approved by the Verifier shall not be accommodated, and shall be returned to the Accredited Entity.**
4. Provide copies of the billing statement to the concerned Schools Division Offices, Attention: DepEd Verifiers, within ten (10) days after the submission of its final billing statement to the PSUs and/or IU-SSs through email. If necessary, submit hard copies of signed billing statement (original copy) and the supporting documents to the PSU and/or IU-SS.

**ANNEX "G"**

**PROVINCES/REGIONS WHERE THE ACCREDITED ENTITY HAS OFFICE/S AS VALIDATED BY DEPED (Including affiliate offices, if any)**

**NAME OF ENTITY:**

**APDS CODE:**

<b>REGION</b>	<b>PROVINCIAL LOCATION</b>	<b>COMPLETE ADDRESS (Floor, Building, Lot/Block/Street No., Street, Barangay, Municipality/City)</b>	<b>NAME OF AUTHORIZED PERSONNEL</b>	<b>DESIGNATION</b>	<b>BRANCH/OFFICE CONTACT NUMBER</b>	<b>OFFICIAL EMAIL ADDRESS</b>

I hereby certify that the said offices/branches can sufficiently render services such as, but not limited to: maintaining complete records, accepting payments, issuance of statements of accounts, service invoice/official receipts, certificates of full payment, and contracts and membership documents, all within specified timeframes, and attending to other transactions, queries, and complaints of DepEd personnel

**(Signature)**  
**Name of Authorized Representative**  
**Designation**

## **ANNEX "H"**

### **GROUND FORS SUSPENSION OR REVOCATION OF ACCREDITATION/RE-ACCREDITATION**

(For Lending, Insurance Premia, or Membership Dues/Contributions, as Applicable)

#### **Simple Grounds**

"Simple grounds" are acts or omissions of an accredited entity in violation of the guidelines on accreditation/re-accreditation or TCAA that can cause minor damage to DepEd personnel in relation with the APDS.

Any violation may affect the accreditation standing of the entity, based on the complaints raised by concerned DepEd personnel as recorded by the Department.

Accredited entities shall receive formal written notifications of any reported violations of the APDS guidelines, requiring them to address or resolve the issue or complaint. Accumulating a total of ten (10) unresolved or unaddressed notices shall result in the enforcement of penalties for simple grounds [to be applied to all the branches within the province/s with complaints]. For monitoring purposes, the number of validated and unresolved notices shall be tracked on a per-calendar-year basis. Each calendar year shall be monitored independently to allow a new annual compliance record.

- a. First Offense – non-acceptance of new business for one (1) month
- b. Second Offense – non-acceptance of new business for two (2) months
- c. Third Offense – non-acceptance of new business for three (3) months
- d. Fourth Offense – Revocation of accreditation

Simple grounds include, but are not limited to, the following:

- a. Billing more than the allowed loan per DepEd borrower.
- b. Not furnishing the DepEd personnel, or charging the borrower/DepEd fees for copies of the ATD, PN, DS, and/or amortization schedule in accordance with Annexes D-1 to D-5, or copies of the Certificate of Membership, Policy Contract, and/or other documents evidencing membership for insurance/mutual benefits/association duly acknowledged by DepEd personnel.
- c. Billing/requiring a co-maker, through APDS, for the loan balance of the principal borrower.
- d. Computation of interest and non-interest charges on Loan not in accordance with the guidelines, but the Effective Interest Rate is still within the specified ceiling.
- e. Not reflecting the conditions on penalties and/or past due interest on loans, if any, in the DS signed by DepEd borrowers.
- f. Failure to implement financial literacy initiatives for DepEd personnel.
- g. Refusal to accept tender of payment of loan in advance, whether partially or in full, during or after the term of the loan, from DepEd borrower/s or from other lending institutions, in case of loan take-out/buy-out by the latter.
- h. Non- or delayed issuance of the service invoice/official receipt in case of partial or full payment.
- i. Failure or delay in the issuance of a dated Certificate of Full Payment of Loan to the DepEd borrower and/or failure to send a written request to the concerned payroll servicing unit for the immediate stoppage of deduction, in case of advance payment of loan in full.

- j. Unrefunded over-deductions for the first time/payroll month.
- k. Failure to provide duly certified Statement of Account/Status of Premium Payments for every loan/transaction granted to a DepEd borrower/member, free of charge, anytime upon request [within the day that the request was made by DepEd or the DepEd borrower/member, but in no case after more than three (3) working days], duly supported by an up-to-date payment history, outstanding loan balance for full-settlement with its valid-through date.
- l. Unauthorized or invalid extension of the termination date of loan amortization beyond what is stipulated in the Authority to Deduct signed by DepEd borrowers, or beyond the period allowed by the guidelines.
- m. Charging fee for and/or delay or non-issuance of a Certificate of Full Payment of Loan (CFPL).
- n. Failure to promptly inform DepEd Regional and Central Office of any change in office address, relocation, or closure of its office or affiliate for purposes of updating Annex G of the TCAA.
- o. Using the terms "DepEd" or any designation referring to DepEd school personnel, including but not limited to "public school teacher", in promotions or in any form of advertisement.
- p. Submission of billing not in accordance with the prescribed timelines.
- q. Charging and collecting interest and pre-termination penalty/fee for the remainder of the term of the loan in case of advance payment in full of the loan.
- r. Operating lending/insurance premia/mutual benefits business in a province without prior authority from DepEd.
- s. Maintaining an office that is not compliant with the requirements of the guidelines/TCAA.
- t. Non- or delayed submission of documentary requirements.
- u. Accepting Automated Teller Machine (ATM) card as collateral from DepEd employees for their loans/obligations under APDS.
- v. Inclusion in the billing statement for lending business of mutual aid system/ insurance premia deductions, or compelling any DepEd borrower to take out any type of insurance contract other than credit life insurance, as a condition to the loan agreement.
- w. Failure to submit the required documents within the period specified by the guidelines.
- x. Deduction of advance payments from the loan proceeds of DepEd borrowers.
- y. Other acts or omissions similar or analogous to the above.

### **Serious Grounds**

The Accreditation shall be revoked upon commission of grounds classified as "Serious". When the Accreditation is revoked, the Accredited Entity shall no longer be allowed to grant new business under the APDS. However, collection of deductions already incorporated in the APDS as of the date of revocation shall continue up to the termination dates reflected in the pay slip. Thereafter, the APDS Code is automatically cancelled.

“Serious grounds” are acts or omissions of an accredited entity in violation of the guidelines on accreditation/re-accreditation or TCAA, which manifest fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd employee who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.

Serious grounds include, but are not limited to the following:

- a. Approval/release/billing of loans/insurance premium/membership dues or contributions without requisite assessment/verification by DepEd Verifier.
- b. Making false representation to the DepEd employee regarding the terms and conditions of the loan/insurance premium/membership dues or contributions.
- c. Acceptance of blank ATD, PN and DS signed by the concerned DepEd borrowers.
- d. Submission of false/fraudulent documents.
- e. Inclusion of deductions not indicated in Annexes D1 – D5 (sample loan computation).
- f. Computation of interest and non-interest rates on Loan not in accordance with the guidelines and the Effective interest Rate exceeds the specified ceiling.
- g. Billing of loans not yet granted, renewed or released to DepEd borrowers.
- h. Entering into automatic payroll deduction agreements with DepEd fiscally autonomous schools.
- i. Transfer, reassignment, and sale of deduction code and loan portfolio not in accordance with the APDS guidelines.
- j. “Piggy-backing” (Accredited entities allowing the use of the APDS Code by non- accredited entities).
- k. Engaging in any form of harassment, coercion, or attempts to improperly influence the conduct of official functions, such as but not limited to, making malicious or defamatory imputation, threat and physical injury against DepEd personnel and filing of unfounded or baseless complaints against DepEd officials and/or personnel in relation to the implementation of the APDS.
- l. Requiring DepEd personnel to sign any documents containing provisions or conditions that contradict the APDS guidelines.
- m. The Certificate of Registration/Authority of the entity is cancelled or terminated by the IC, SEC, BSP or CDA.
- n. Non-disclosure of the revocation or suspension of the Certificate of Registration/Authority by the concerned government regulatory bodies.
- o. Repeated suspensions arising from simple grounds, demonstrating refusal to comply with or blatant disregard of the APDS Guidelines, as evidenced by the accumulation of third-offense violations for three (3) consecutive years.
- p. Other acts or omissions constituting fraud, bad faith, or willful misrepresentation intended to obtain undue financial gain at the expense of a DepEd personnel who is a borrower, policy holder or member of accredited entities, or to undermine the effectiveness of the APDS.