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Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**

No. 123, s. 2023

To: Division Provident Secretariat  
Section Heads (Accounting, Budget & Admin)  
Legal Designate  
All Others Concerned



From: **VILMA D. EDA, CESO V**  
Schools Division Superintendent

Subject: **PROCESS FLOW FOR PROVIDENT FUND LOAN APPLICATION**

Date: September 5, 2023

In relation to Part VIII C.1. (pages 334 - 339) of the DepEd Citizen's Charter Handbook 2021 (1<sup>st</sup> Edition), the following procedures shall be applied:

ACTIVITIES	TIMELINE		RESPONSIBLE UNIT
	New Loan	Renewal	
1. Submit accomplished PF Loan Application Form (LAF) from loan applicant	Five (5) minutes	Five (5) minutes	Records Unit
1.1. Receives and records application documents.			
2. Secures signature of the Administrative Officer V and Legal Designate for the Certificate of Employment and Credibility portion and Part C of the LAF	Thirty (30) minutes	Forty (40) minutes	
2.1. Certifies status of employment, net pay, and correctness of information in the LAF.			Administrative Unit



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<p>2.2. Certifies that the loan applicant has no pending administrative charge filed against him/her.</p> <p>2.3. Checks eligibility of loan applicant and co-maker. If eligible, proceeds with computation of loan.</p> <p>If ineligible, returns LAF to records unit for applicant's compliance/ information.</p> <p>2.4. Updates verifier's ledger and fills out loan applicant's balances.</p>			<p>Legal Designate</p> <p>Administrative Unit</p> <p>Administrative Unit</p>
<p>3. Secures signature of Budget Officer III for Part A and B of the LAF</p> <p>3.1. Check completeness and veracity of submitted requirements on the Secretariat's Assessment/ Evaluation.</p> <p>If incomplete, returns LAF to records unit for applicant's compliance/ information.</p>	<p>Ten (10) minutes</p>	<p>Fifteen (15) minutes</p>	<p>Budget Unit</p>
<p>4. Secures the signature of loan processor and PFL Secretariat for Part D of the LAF</p> <p>4.1. Updates logbook of PF and controls LAF number.</p> <p>4.2. Verifies the balances of previous loans from the Subsidiary Ledger of the loan applicant and compute the net balance.</p>	<p>Fifteen (15) minutes</p>	<p>Twenty (20) minutes</p>	<p>Accounting Unit</p>



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For new loan applicant, prepares new subsidiary ledger.  4.3. Fills out the computation of loan in the LAF and the amortization schedule.			
5. Secures signatures of Assistant Head Secretariat and Head Secretariat of PFL  5.1. Checks either Approve or Disapprove and returns the approved LAF to Accounting Unit for the preparation of disbursement voucher.  If disapproved, prepares disapproved letter address to the loan applicant.	Fifteen (15) minutes	Fifteen (15) minutes	ASDS & SDS
6. Processing of payment  6.1. Prepares disbursement voucher (DV)	Five (5) minutes	Five (5) minutes	Accounting Unit
6.2. Reviews and sign on Part A of the DV	Five (5) minutes	Five (5) minutes	ASDS
6.3. Pre-audits and certifies funds availability on Part C of the DV and controls DV number and forward to Cash Unit	Ten (10) minutes	Ten (10) minutes	Accounting Unit
6.4. Prepares and signs check and advice	Ten (10) minutes	Ten (10) minutes	Cash Unit



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6.5. Certifies correctness of advice	Five (5) minutes	Five (5) minutes	Accounting Unit
6.6. Approves Part D of the DV	Ten (10) minutes	Ten (10) minutes	SDS
6.7. Counter-signs check			
6.8. Approval of Advice of Checks Issued			
6.9. Releases check			
<b>TOTAL:</b>	<b>2 hours</b>	<b>2 hours &amp; 20 minutes</b>	

\*subject to the availability of signatories

For information and guidance.

References: *DepEd Citizen's Charter Handbook 2021*

To be indicated in Perpetual Index  
Under the following subjects:

PROVIDENT

PROCESS FLOW



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