



DTS:2508-239

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 519, s.2025

SUBMISSION CUT-OFF AND PROCESSING OF PROVIDENT FUND REQUEST

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Heads/ OIC of Public Elementary and Secondary Schools
Section and Unit Heads

1. Pursuant to DepEd Order No. 36, s. 2007, titled "Revised Implementing Guidelines of the Provident Fund," the Department of Education seeks to provide its personnel with timely and accessible financial assistance through simplified loan processing. The Provident fund is intended to assist with emergency needs, minor home repairs, education-related expenses, and other essential needs.
2. In line with this, please be guided by the following submission schedules to ensure a quick processing of documents:
 - a. Provident Fund requests received by the schools in the morning must be submitted to the Schools Division Office on or before 10:00 AM.
 - b. Provident Fund requests received after 10:00 AM, must be submitted on or before 2:00 PM.
 - c. All Provident Fund requests related to emergency or medical needs shall be considered urgent and must be submitted immediately upon receipt.
3. Your full cooperation in adhering to this schedule ensures efficient and timely assistance to all concerned personnel
4. Wide and immediate dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent



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