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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

August 5, 2022

**REGIONAL MEMORANDUM**

No. **869** s. 2022

**DOWNLOADING OF LOAN VERIFICATION PROCESS  
TO THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents  
Designated SDO Verifiers  
All Others Concerned

1. After the two-day orientation-workshop conducted on August 2-3, 2022 in Calbayog City, the Schools Division Offices shall commence the loan verification process effective **August 8, 2022**.
2. The monthly net take home pay of the Regional Payroll paid employees shall be provided to the SDOs by the Regional Office as reference in the verification.
3. All requests for Net Take Home Pay (NTHP) verification for purposes of obtaining loan or any financial obligation from Government Financial Institutions (GFIs), Private Learning Institutions (PLIs), and Insurance Companies (ICs) shall be sent to the following official email addresses with the corresponding assigned verifiers per division:

Division	Official Email Address	Name of Verifiers
Baybay City	verifier.baybaycity@deped.gov.ph	Julius Cesar L. Dela Cerna Enrico F. Lufrangco
Biliran	verifier.biliran@deped.gov.ph	Lermaflor G. Napoles Kristine J. Sabitsana
Borongan City	verifier.borongancity@deped.gov.ph	Conie Ann A. Chua Mildie C. Agus
Calbayog City	verifier.calbayogcity@deped.gov.ph	Edita S. Cano Reggie C. Halabaso
Catbalogan City	verifier.catbalogancity@deped.gov.ph	Aries C. Comeque Marijoy S. Abad Franzlilac R. Montejo
Eastern Samar	verifier.easternsamar@deped.gov.ph	John D. Alidon Neressa D. Alma Jean C. Globio
Leyte	verifier.leyte@deped.gov.ph	Harriet C. Olmeda



Leyte	verifier.leyte@deped.gov.ph	Lora Lyn B. Nicolas Rowena G. Cobacha Veronica L. Panes Johnedel C. Resma
Maasin City	verifier.maasincity@deped.gov.ph	Karen Jane B. Espina Zenaida R. Quirong Lanie T. Kirong
Northern Samar	verifier.northernsamar@deped.gov.ph	Lovella S. España Cristine E. Tobes Eunice V. Taringting
Ormoc City	verifier.ormoccity@deped.gov.ph	Icy Kay T. Cabintoy Juvelyn M. Cruz
Samar	verifier.samar@deped.gov.ph	Rothel R. Rivera Livi N. Oraller Dionito M. Matic
Southern Leyte	verifier.southernleyte@deped.gov.ph	Emmy Lou M. Arayan Maria Cecilia C. Adanza
Tacloban City	verifier.taclobancity@deped.gov.ph	Rodel R. Naval Warren P. Avila Fe S. Panican Naisy M. Brosas

4. While in transition, the Regional Office Verifiers shall still act on the requests received until the Division Verifiers can independently act on all the requests sent by the applicants/GFIs/PLIs/ICs.

5. Requests needing verification from the payroll system shall be forwarded by the Division Verifier to the Regional Office verifiers' account: **verifier.region8@deped.gov.ph** for re-evaluation and further verification.

6. All verifiers are reminded to strictly follow the **"first-in first-served"** rule and the provision of DepEd Order 20, s. 2022 and Regional Memorandum 456, s. 2020 that those found to recommend approval of application from GFIs/PLIs/ICs without prior confirmation shall be dealt with accordingly.

7. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
 Regional Director

Enclosure: None

Reference: DepED Order 20, s. 2021; Operations Manual on Loan Verification Process

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

DOWNLOADING

EFFECTIVITY

LOAN

VERIFICATION

AD-PS-EDR

