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

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September 22, 2023

**REGIONAL MEMORANDUM**

No. **1024** s. 2023

**COORDINATION MEETING WITH THE GOVERNMENT FINANCIAL INSTITUTIONS (GFIs), PRIVATE LENDING INSTITUTIONS (PLIs)/ INSURANCE COMPANIES (ICs), DIVISION LOAN VERIFIERS, AND AGENCY AUTHORIZED OFFICERS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Administrative Division, shall conduct a **Coordination Meeting with the Government Financial Institutions, Private Lending Institutions/Insurance Companies, Division Loan Verifiers and Agency Authorized Officers** on **October 12, 2023** at 1:00 o'clock in the afternoon at the Training Hall 1, NEAP\_R, DepEd Regional Office No. VIII, Government Center, Candahug, Palo, Leyte.
2. The objectives of the said meeting are the following:
  - a. update the concerned institutions on the downloading of payroll processing to the Schools Division Offices;
  - b. reiterate salient provisions of DepEd Order No. 20, s. 2021 (Enhanced Guidelines on Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System Program);
  - c. process of loan verification at the Schools Division Offices; and
  - d. other issues and concerns.
3. The participants to this activity are the following:
  - a. representatives from the Government Financial Institutions, Private Lending Institutions/Insurance Companies
  - b. RO Chiefs and Supervising Administrative Officers of the Administrative and Finance Divisions
  - c. Regional Accountant, Regional Cashier, and Regional Payroll Services Head and Staff
  - d. 1 Loan Verifier and 1 Agency Authorized Officer per SDO
4. Travel and other incidental expenses of the participants from other institutions/agencies and Schools Division Offices shall be charged to their institution/agency fund/local funds while expenses for the afternoon snacks and venue rental to Regional Office funds subject to the usual accounting and auditing rules and regulations.



Address: Government Center, Candahug, Palo, Leyte  
Telephone No.: (053) 832-5738  
Email Address: region8@deped.gov.ph  
Website: <https://region8.deped.gov.ph>

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

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

Enclosure: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COORDINATION  
MEETING

AD-PS-EDR

