



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

14353

December 18, 2025

REGIONAL MEMORANDUM

No. **1718** s. 2025

**ACCREDITATION AND RE-ACCREDITATION OF PRIVATE ENTITIES UNDER
THE AUTOMATIC PAYROLL DEDUCTION SYSTEM (APDS) PROGRAM**

To: Schools Division Superintendents
Regional APDS Task Force
All Others Concerned

1. Attached is Memorandum DM-OASF-2025-1019 dated December 12, 2025 with the subject: Accreditation and Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System.
2. A copy of the updated Terms and Conditions of the APDS Accreditation (TCAA) and its revisions can be downloaded through this link:
<https://tinyurl.com/2025APDSTCAA>.
3. For information and guidance of all concerned.

RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

ACCREDITATION

APDS

PRIVATE ENTITIES

AD-PS-EDR





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

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VIII

DATE: 12-18-25

TRACKING #: 127615 TIME: 10:00 AM

SIGNATURE: [Signature]

MEMORANDUM

DAT ~~DATE~~ **2025-1019**
December 12, 2025

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

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

SUBJECT : **ACCREDITATION AND RE-ACCREDITATION OF PRIVATE ENTITIES
UNDER THE AUTOMATIC PAYROLL DEDUCTION SYSTEM
PROGRAM**

In view of the expiration of the current Terms and Conditions of APDS Accreditation (TCAA) and the completion of the orientation sessions on the enhanced Automatic Payroll Deduction System (APDS) Partner Organization Registration, Transactions, and Accreditation Link (PORTAL), all concerned are hereby informed of the accreditation and re-accreditation process under the APDS is now open.

DepEd, through the Finance Service – Employee Account Management Division, conducted orientation to familiarize partner organizations with the system enhancements and the updated procedures and requirements for accreditation and re-accreditation.

Pursuant to the operationalization of the enhanced APDS PORTAL, **the acceptance and processing of accreditation and re-accreditation applications commenced on 17 November 2025.** Applications submitted from this date forward are being processed in accordance with the applicable APDS provisions.

To ensure more effective program implementation, the **TCAA has been updated and revised to align with the operational, policy, and compliance requirements,** particularly in light of the shift to a fully digital accreditation and re-accreditation process. The revisions further address concerns and challenges observed on the actual implementation of APDS policies, including:

- the need to strengthen verification and monitoring mechanisms;
- the need to streamline processes and reduce documentary burdens;
- the necessity of harmonizing procedures with updated internal guidelines; and
- the need to enhance safeguards that promote program integrity, transparency, and DepEd personnel protection.

In anticipation of the forthcoming amendment to DepEd Order No. 20, s. 2021, the updated TCAA shall serve as the **interim operating framework** for all accreditation and re-accreditation activities. This TCAA shall remain in effect unless subsequently amended or superseded by future DepEd issuances. A copy of the updated TCAA and its revisions can be downloaded through this link: <https://tinyurl.com/2025APDSTCAA>.

All applications and required documents shall be submitted **exclusively through the APDS PORTAL**. The transition to digital submissions is intended to streamline accreditation processes, reduce processing time, and ensure the transparency, efficiency, and security of APDS-related transactions.

For guidance and strict compliance.

Copy Furnished

- ***APDS-Accredited Entities***
- ***Private Entities Applying for APDS Accreditation***



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

MEMORANDUM

~~DEP~~-2025- 1010
DATE December 12, 2025

**FOR : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

ATTENTION : All Members of Regional APDS Task Force

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

**SUBJECT : AUTHORITY OF REGIONAL APDS TASK FORCES TO
CONDUCT VALIDATION OF OFFICES FOR APDS
ACCREDITATION AND RE-ACCREDITATION AND RELATED
REQUESTS**

In line with the Department's efforts to streamline the processing of APDS accreditation and re-accreditation requests, this Memorandum serves as a blanket authority for all Regional APDS Task Forces to conduct the validation of offices of APDS accredited and re-accredited entities applying for the addition of offices or branches.

This authority covers all validation requests arising from:

1. Applications for APDS accreditation or re-accreditation;
2. Requests to add, update, or re-activate company offices/branches for APDS transactions; and
3. Any other validation requirement necessary to confirm the physical existence, operating capability, and legitimacy of offices proposed for inclusion under the APDS.

To further expedite processing, the services of the nearest Schools Division Office (SDO) may be tapped to assist in the conduct of office/branch validation. However, the final Validation Report must be signed by the members of the Regional APDS Task Force and supported by the required supporting documents. Regional APDS Task Forces shall use the prescribed Validation Template and Office Validation Acknowledgement Slip, which may be downloaded through this links:

<https://tinyurl.com/ValidationReportTemplateAPDS>.
<https://tinyurl.com/ConformePageAPDS>

The Regional APDS Task Force shall complete and transmit the Validation Report to the Employee Account Management Division (EAMD) within ten (10) working days from receipt of the request from the entities.

All Validation Reports and supporting documents shall be submitted electronically through fs.eamd@deped.gov.ph.

Transportation and other incidental expenses to be incurred for the conduct of validation activities shall be charged to local funds, subject to existing accounting and auditing rules and regulations.

This Memorandum shall remain in effect until superseded by a subsequent issuance and shall serve as the standing authority for Regional APDS Task Forces to perform all required validations without need for separate or individual memorandum from the Central Office.

For immediate and appropriate action.

Office Validation Acknowledgement Slip

APDS TASK FORCE OFFICE VALIDATION REPORT

I. GENERAL INFORMATION

Name of Private Entity:			
APDS Code/s (if applicable):			
Date of Validation:			
Validating Office: (Regional Office / Schools Division Office)			
Provincial Location:			
Exact Office Address:			
Type of Office:	<input type="checkbox"/> Principal	<input type="checkbox"/> Branch / Extension	
Ownership Status:	<input type="checkbox"/> Owned	<input type="checkbox"/> Leased	<input type="checkbox"/> Shared (For Affiliates)

II. VALIDATION CHECKLIST

	1. Registered with BSP / SEC / CDA / IC
	2. Physical site of transaction, inside a building or commercial structure
	3. Effectivity of Contract of Lease (if any)
	4. With Valid Business Permit/Tax Registration
	5. With proper sign board
	6. With telephone/official mobile number and email address Number: _____ Office Email Address: _____
	7. With full-time Manager / authorized personnel and staff (indicate name and designation) a. _____ b. _____ c. _____ d. _____
	8. Office can render services required under APDS: <input type="checkbox"/> a. Maintain complete records <input type="checkbox"/> b. Accept payments <input type="checkbox"/> c. Issue Statement of Accounts <input type="checkbox"/> d. Issue Service Invoice/Official Receipts <input type="checkbox"/> e. Issue Certificate of Full Payment <input type="checkbox"/> f. Issue contracts and membership documents <input type="checkbox"/> g. Attend to other transactions, queries, complaints of DepEd personnel
	9. For affiliates: With legal agreement with the accredited entity

III. VALIDATION SUMMARY

Validation Result: <input type="checkbox"/> Office Validated <input type="checkbox"/> Not Validated <input type="checkbox"/> For Further Verification
Remarks / Recommendations: _____ _____ _____

IV. CERTIFICATION

This is to certify that the validation of the above-mentioned office was conducted in accordance with DepEd APDS guidelines and validation protocols.		
_____ (Name and Position/Designation) APDS Task Force Member	_____ (Name and Position/Designation) APDS Task Force Member	_____ (Name and Position/Designation) APDS Task Force Member
Noted By: _____		

Regional Office ____

OFFICE VALIDATION ACKNOWLEDGEMENT SLIP

(To be signed by the in-charge of the private entity's office being validated)

This is to confirm that the following representatives of the DepEd Regional Office ____ /Schools Division Office of ____ have conducted an on-site validation of the office of (Name of Private Entity) located at (Complete Office Address) on (Date of Visit):

1. (Name), (Position), (Office)
2. (Name), (Position), (Office)
3. (Name), (Position), (Office)
4. (Name), (Position), (Office)

The undersigned acknowledges that the visit was completed for verification purposes only and that the information gathered shall be used solely for the internal evaluation of the DepEd APDS Task Force.

CONFORME:

(Signature)

Name of Head of Office/Authorized Personnel

Position

Contact number

Date

Note: This Conforme signifies acknowledgment of the conduct of validation only and does not imply approval, endorsement, or accreditation by the Department of Education.



**ENTITY
COPY**

Republic of the Philippines
Department of Education
Regional Office ____

OFFICE VALIDATION ACKNOWLEDGEMENT SLIP

(To be signed by the in-charge of the private entity's office being validated)

This is to confirm that the following representatives of the DepEd Regional Office ____ /Schools Division Office of ____ have conducted an on-site validation of the office of (Name of Private Entity) located at (Complete Office Address) on (Date of Visit):

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3. (Name), (Position), (Office)
4. (Name), (Position), (Office)

The undersigned acknowledges that the visit was completed for verification purposes only and that the information gathered shall be used solely for the internal evaluation of the DepEd APDS Task Force.

CONFORME:

(Signature)

Name of Head of Office/Authorized Personnel