



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

February 27, 2026

**REGIONAL MEMORANDUM**

No. **278** s. 2026

**APPROVED ENTITIES UNDER THE DEPARTMENT'S AUTOMATIC  
PAYROLL DEDUCTION SYSTEM PROGRAM**

To: Schools Division Superintendents  
School Heads of Implementing Units  
All Others Concerned

1. Attached is Memorandum OASF-2026-301 dated February 5, 2026 from Atty. Edson Byron K. Sy with the subject: Approved Entities Under the Department's Automatic Payroll Deduction System Program.
2. The Schools Division Superintendents and the School Heads of the Implementing Units shall ensure compliance with this directive.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

**RONELO AL K. FIRMO CESO IV**  
Assistant Regional Director  
Office-in-Charge  
Office of the Regional Director

Enclosure: As stated

Reference: As stated

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

APPROVAL  
AUTOMATIC PAYROLL DEDUCTION SYSTEM



AD-PS-EDR



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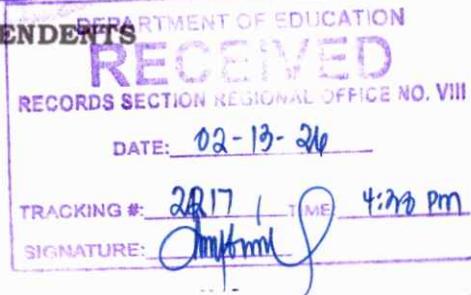


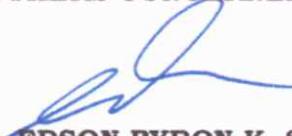
Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR FINANCE



**MEMORANDUM**  
**OASF-2026-301**  
 February 5, 2026

**TO :** ALL REGIONAL DIRECTORS  
 ALL SCHOOLS DIVISION SUPERINTENDENTS  
 ALL REGIONAL APDS TASK FORCE  
 ALL DEPED VERIFIERS  
 ALL OTHERS CONCERNED



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

**SUBJECT :** **APPROVED ENTITIES UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM PROGRAM**

In view of the approval of private entities applying for accreditation and re-accreditation under the Department's Automatic Payroll Deduction System (APDS) Program, all concerned are hereby directed to refer to the attached Memorandum and subsequent issuances containing the list of approved private entities together with the copy of the Terms and Conditions of the APDS Accreditation (TCAA).

These documents shall serve as the official reference for the implementation of the APDS Program. Requests for copies of individual TCAAs and their corresponding Acknowledgement Letters are no longer necessary, as official and secure copies of the said documents shall be provided by the DepEd Central Office through appropriate channels.

Further, pursuant to the notarized and approved revised TCAA, payroll processors are directed to: a) evaluate requests for verification from qualified DepEd personnel (those who are already incorporated in the regular payroll with issued employee number and with approved appointment) to avail loans from APDS-accredited private lending institutions (PLIs); and b) accept billings with two (2) regular loans per private entity. In this regard, kindly remind all concerned PLIs that billings submitted for payroll deduction must clearly reflect distinct and unique policy or reference numbers for each loan. Failure to do so may result in processing errors and the non-integration of such billings into the payroll system.

Moreover, the DepEd-APDS Verifier's Ledger v2.0 which is configured to accommodate two (2) loans per PLI shall be issued separately to each DepEd verifier through their respective verifier email addresses.

Should there be further questions or clarifications, please coordinate with the Finance Service – Employee Account Management Division (FS-EAMD) through email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph).

Thank you.

