



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

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MEMORANDUM
 OASF-2026- 938
 April 20, 2026

**FOR : ALL DEPED REGIONAL DIRECTORS
 ALL 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 : SUBMISSION OF REPORT ON OUTSTANDING LOAN RECEIVABLES
 UNDER DEPED PROVIDENT FUND**

DEPARTMENT OF EDUCATION
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 RECORDS SECTION REGIONAL OFFICE NO. VIII
 DATE: 4-27-26
 TRACKING #: 5466 TIME: 1:01 pm
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Pursuant to DepEd Order No. 12, s. 2004, Section XII.1, which mandates the National Board of Trustees to prepare and submit an annual report on the over-all operations of the Fund and its financial condition and status on or before the end of the first quarter of the following year, all concerned offices, from the Regional Offices and Schools Division Offices (SDOs) (including schools) are hereby directed to submit reports on Outstanding Loan Receivables (OLR) under the Provident Fund.

To strengthen reporting and monitoring mechanisms, the submission of the said report shall now be required on a quarterly basis, using the prescribed templates attached as Annexes A and B, or which may be accessed through this link: <https://tinyurl.com/ANNEXES-A-and-B-PF-OLR>.

The Regional Offices shall consolidate the reports from SDOs (including schools) under their respective jurisdictions prior to submission to the Finance Service-Employee Account Management Division (FS-EAMD) through co.provident@deped.gov.ph, copy furnish fs.adu@deped.gov.ph, on or before April 30, 2026.

The submitted reports will serve as inputs for the regular quarterly meetings of the Provident Fund National Board of Trustees (PFNBT).

Immediate dissemination and compliance with this Memorandum are hereby directed.





Republic of the Philippines
Department of Education

PROVIDENT FUND
OUTSTANDING LOAN RECEIVABLES (OLR)
AS OF THE ___ QUARTER- Month xx to Month, 20xx

Region/ Schools Division Office (including schools; if any)	Total Number of Borrowers	Total Number of Loans	LOAN RECEIVABLES		TOTAL LOAN RECEIVABLES
			Current	Past Due	
ROP _____					
SDO _____					
Total					

Prepared by:

Reviewed by:

 SIGNATURE ABOVE PRINTED NAME
 POSITION

 SIGNATURE ABOVE PRINTED NAME
 REGIONAL OFFICE DIRECTOR/
 PF REGIONAL BOARD CHAIRMAN

