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

April 30, 2026

REGIONAL MEMORANDUM

No. **545** s. 2026

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

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

1. Attached is Memorandum OUF-2025-120 with the subject: Authority of Regional Automatic Payroll Deduction System (APDS) Task Forces to Conduct Validation of Offices for APDS Accreditation and Re-Accreditation and Related Requests.
2. The services of Schools Division Offices may be tapped in the conduct of office/branch validation to expedite the process.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

fr.
SALUSTIANO T. JIMENEZ JD, EdD, CESO III
g Regional Director *g*

Enclosure: As stated
Reference: As stated

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

ACCREDITATION

APDS

VALIDATION



AD-PS-EDR



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



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION REGIONAL OFFICE NO. VII

DATE: 4/29/26

TRACKING #: 1579 TIME: 8:36

SIGNATURE: _____

MEMORANDUM

DEP-2025- 1020

DATE: December 12, 2025

RECEIVED
[Signature]
OFFICE OF THE ASST. REGIONAL DIRECTOR
SIGNATURE

**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.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec_financebpm@deped.gov.ph

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



Republic of the Philippines
Department of Education

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: ___ a. Maintain complete records ___ b. Accept payments ___ c. Issue Statement of Accounts ___ d. Issue Service Invoice/Official Receipts ___ e. Issue Certificate of Full Payment ___ f. Issue contracts and membership documents ___ 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 DIRECTOR		

Note: * Attach supporting documents and photos of: Signboard, Office Staff, Office Equipment, DepEd Validation Team, etc.
* For the use of DepEd APDS Task Force only. Not to be furnished to the private entity involved.

26 March 2026

ATTY. EDSON BYRON K. SY
Assistant Secretary for Finance
OIC, Undersecretary for Finance
Department of Education
FS-Employee Account Management Division
17th Floor Techzone Building, Malugay St.
Brgy. San Antonio, Makati City

ATTENTION: MR. ARIEL C. TANDINGAN
Supervising Administrative Officer
OIC, Employee Account Management Division

**SUBJECT: Application for Additional BPI Direct BanKo Branches under the DepEd
Automatic Payroll Deduction System (APDS) Program**

Dear Atty. Sy,

We respectfully submit the required documents in support of our application for the accreditation of additional BanKo branches under the Department of Education Automatic Payroll Deduction System (APDS) Program. The submitted documents are as follows:

1. List of BanKo branches, including the names of branch managers, complete addresses, contact numbers, and official email addresses
2. Latest Mayor's Permits
3. Lease Contracts

We trust that the foregoing documents are in order. Should there be any additional requirements or clarifications needed to facilitate the processing of our application, please do not hesitate to inform us.

Sincerely,



MR. RODOLFO K. MABIASEN JR.
President