



Republic of the Philippines  
**Department of Education**

2013-010149

15 MAR 2013

DepEd MEMORANDUM  
 No. **55**, s. 2013

**RE-CONSTITUTING THE PROJECT TEAM TO THE DEVELOPMENT  
 OF THE DEPED PROVIDENT FUND SYSTEM**

To: Undersecretaries  
 Assistant Secretaries  
 Bureau Directors  
 Directors of Services, Centers and Heads of Units  
 Regional Directors  
 Schools Division/City Superintendents  
 All Others Concerned

1. To modernize the operation of the Department of Education (DepEd) Provident Fund in order to make its system efficient and effective, the Project Team which was organized through DepEd Memorandum No. 53, s. 2011, is hereby re-constituted as follows:

|                        |   |   |
|------------------------|---|---|
| Project Manager/s      | Usec Francisco M. Varela                      | Office of Undersecretary for Finance and Administration                             |
|                        | Mr. Armando C. Ruiz                           | Officer-in-Charge, Office of the Assistant Secretary for Finance and Administration |
| Business Lead          | Ms. Sonia R. de Leon<br>Ms. Rhunna L. Catalan | Employees Welfare and Benefits Division (EWBD)<br>Accounting Division (AD)          |
| Technical Lead         | Dir. Rogelio Vicente Juan O. Morales          | Technical Service (TS)  |
|                        | Mr. Arturo D. Tuazon                          | Technical Service (TS)  |
| Technical Persons      | Mr. Deogracias B. Genito Jr.                  | Data Base Management Unit (DBMU)  |
|                        | Mr. Angelo Arendain                           | DepEd Division of Iloilo Province   |
| Resource Persons       | Mr. Danilo M. Antazo                          | Systems Division (SD)   |
|                        | Ms. Joan Pedroche                             | DepEd National Capital Region (NCR)   |
|                        | Mr. Antonio G. Arquero                        | DepEd RO III  |
|                        | Mr. Ardee D.C. Ramilo                         | DepEd RO IV-MIMAROPA  |
|                        | Mr. Liberato G. Salvador                      | DepEd RO IV- MIMAROPA (RPSU)  |
|                        | Mr. Emmanuel E. Icalina                       | DepEd Division of Laguna  |
| Project Coordinators   | Ms. Irene A. Fernandez                        | DepEd Division of Laguna  |
|                        | Mr. Marcos S. Rodil                           | Employees Welfare and Benefits Division (EWBD)                                      |
|                        | Ms. Jena M. Bugarin                           | Employees Welfare and Benefits Division (EWBD)                                      |
|                        | Ms. Eugenia M. Tuliao                         | Employees Welfare and Benefits Division (EWBD)                                      |
|                        | Mr. Billy V. Vega                             | Employees Welfare and Benefits Division (EWBD)                                      |
|                        | Ms. Rowena D. Romblon                         | Accounting Division (AD)  |
|                        | Ms. Marie Grace C. Cruz                       | Accounting Division (AD)  |
| Ms. Adorable G. Namoro | Accounting Division (AD)                      |   |

2. The Project Team shall define the processes and procedures, among others which are involved in the various phases of implementation of the DepEd Provident Fund System. These processes and procedures shall include the recording and tracking of individual loan accounts, preparation of reports, among others. The Project Team also ensure the development of the manual of operations to support the Provident Fund System.

3. To support the Project Team, five IT consultants will be engaged for the duration of the development of the system, to be composed of :

- Team Leader
- Two Systems Analysts/Designers (Industry Grade)
- One Application Developer (Industry Grade)
- One Database Administrator (Industry Grade)

4. All expenses incidental to the development of the Provident Fund System, including among others but not limited to salaries of the IT consultants, shall be charged to the interest earnings of the high yield account of the DepEd Provident Fund.

5. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference:

DepEd Memorandum: (No. 53, s. 2011)

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

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OFFICIALS  
PROJECTS  
PROGRAMS

R-MCR/DM-Reconstituting ... DepEd Provident Fund System  
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