



**Tanggapan ng Kalihim**  
Office of the Secretary

JAN 07 2005

DepED ORDER

No. **1**, s. 2005

ADDENDUM AND AMENDMENT TO DEPED ORDER NO. 12, S. 2004  
(Revised Implementing Guidelines of the DepED Provident Fund)

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

1. Pursuant to Resolution No. 07, s. 2004 of the National Board of Trustees of the DepED Provident Fund, the following are being issued as an addendum and amendment to Section IX of the revised implementing guidelines (Enclosure to DepED Order No. 12, s. 2004):

- Section IX.2 shall read as follows:

*"The National/Regional Boards may hire a maximum of two (2) casual employees who will attend to matters pertaining to the implementation and operations of their respective Provident Fund, in lieu of overtime services to be rendered by their secretariats/clerical staff".*

- Consequently, Sections IX.2 and IX.3 of the revised implementing guidelines shall be adjusted and numbered Sections IX.3 and IX.4, respectively, with Section IX.4 to read as follows:

*"Expenses for the overtime pay of clerical staff or for payment of salaries of casual employees hired under the Provident Fund program and for the proper maintenance and operation to the Fund's assets may be charged against twenty percent (20%) of the retained earnings of the Fund's operations, subject to the usual accounting and auditing rules and regulations".*

2. Immediate dissemination of this Order is directed.

  
FLORENCIO B. ABAD  
Secretary

Reference: DepED Order: (No. 12, s. 2004)

Allotment: 1—(D.O. 50-97)

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

CHANGE EMPLOYEES FUNDS

Reformatted by: Sally-Provident Fund  
January 4, 2005