



Republic of the Philippines
Department of Education

MAR 0 1 2012

DepEd ORDER
No. **20**, s. 2012

**PROCEDURAL GUIDELINES FOR THE GRANT OF ADDITIONAL
DEPED PROVIDENT FUND LOAN**

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. 01, s. 2011 of the Department of Education (DepEd) Provident Fund National Board of Trustees, the DepEd Provident Fund shall grant additional loan up to the maximum amount of One Hundred Thousand Pesos (PhP100,000.00) on top of the regular loan upon approval of the Secretary of Education. Such authority of the Secretary may be delegated to the Chairman of the National Board of Trustees.

2. The following procedural guidelines are issued for this additional loan:

- a. The loan shall be granted by the Secretary at his discretion, for humanitarian reasons, to teachers and non-teaching employees, suffering from extreme financial difficulty because of an immediate need for financial assistance and whose final recourse is the DepEd Provident Fund. Examples of such need are for medical purposes, such as surgery, chemotherapy, dialysis, and such other procedures needed to be undertaken by the borrower's immediate member of the family;
- b. The request shall be made in writing and addressed to the DepEd Secretary through the Chairman of the National Board of Trustees. It shall be submitted to the National Secretariat (Employees Welfare and Benefits Division) which shall look into and evaluate the need of the teacher/employee-borrower and recommend the appropriate action on the request for additional loan;
- c. Requests for additional loans of this nature from the teachers and employees in the field shall be coursed through the Regional/Division Secretariat which shall include such requests and recommend approval. These requests shall be properly endorsed by the Regional Board Chairman to the National Board of Trustees. If the Regional/Division Secretariat or the Regional Board finds that the purpose of the additional loan does not meet the conditions for this loan, it shall immediately disapprove the loan request and notify the concerned teacher/employee-borrower;

- d. Other limitations set forth in the implementing guidelines, such as the automatic salary deduction scheme for loan re-payments, the monthly net take home pay, term of loan re-payment and rate of interest, among others, shall be considered and applied in the evaluation of the application for the additional loan;
 - e. The National Secretariat shall immediately coordinate with the regional/division office concerned on the action taken by the Chairman of the National Board of Trustees, whether approved or disapproved, in order that the loan application may immediately be processed by the regional/division office concerned; and
 - f. The additional loan shall be charged to the Provident Fund of the regional/division office concerned.
3. Immediate dissemination of and strict compliance with this Order is directed.



BR. ARMIN A. LUISTRO FSC
Secretary

References:

DepEd Order: Nos.: 36, s. 2007 and 12, s. 2004

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

CHANGE
EMPLOYEES
FUND
POLICY
TEACHERS