



September 30, 2009

MEMORANDUM TO:

**Assistant Schools Division Superintendents
Administrative Officers
Division and District Supervisors
Elementary and Secondary School Administrators
Heads of Units
All Teaching and Non-Teaching Employees**

For the information and guidance of all concerned, enclosed is a faxed copy of the unnumbered Memorandum from the Honorable Secretary Jesli A. Lapus dated September 29, 2009, relative to the grant of DECS Provident Fund Calamity Loan to permanent teachers and non-teaching personnel of this Division who are directly affected by the recent typhoon.

The said calamity loan shall be subject to the availability of funds under the following terms and conditions:

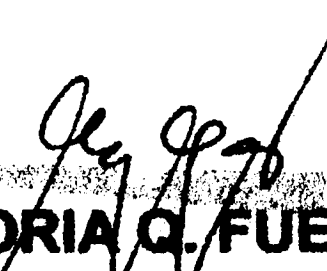
1. The maximum amount of calamity loan that may be availed of is Twenty Thousand Pesos (P20,000.00) with an interest rate of six percent (6%) per annum and payable in twenty-four (24) equal monthly installments (two years) through automatic payroll deduction; provided that the employee / teacher – borrower may opt for a shorter repayment period of twelve (12) equal monthly installments.
2. A DepEd employee may avail of the different types of loans, regular, special and calamity, simultaneously, provided that the limitation set forth in Section X, par. 9 of the Revised Implementing Guidelines (Inclosure to DepEd Order no. 12, s. 2004) on the monthly net take home pay is complied with.

Requirements for the said calamity loan are:

1. Duly accomplished Provident Loan Application Forms – Two (2) copies;
2. Certified true xerox copy of Latest Payslip – Two (2) copies
3. Certifications from the Barangay and the Principal that he / she is a victim of the recent typhoon;
4. Certified true xerox copies of valid ID's (Division / School ID) indicating the address of a calamity area (for the borrower);
5. Certified true xerox copy of valid ID of the co-maker.

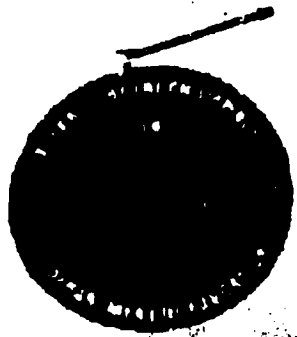
Once accomplished, applicants must submit the said Calamity Loan application to the Administrative Division, Division Office for processing.

Wide dissemination of this Memorandum is desired.


VICTORIA Q. FUENTES
Schools Division Superintendent

Incl.:

As stated.



Republic of the Philippines
Department of Education

DepED
DEPARTMENT OF EDUCATION

Tanggapan ng Kalihim
Office of the Secretary

29 September 2009

MEMORANDUM to -

THE REGIONAL DIRECTORS
DepED Regions III, IV-CALABARZON, IV-
MIMAROPA and NCR

Attention: Regional Provident Fund Secretariat

In the wake of the enormous damage to life and property resulting from Typhoon Ondoy and the subsequent declaration of a state of calamity in your region or in specified provinces/areas within your region, this Office would like to remind you of Resolution No. 09, s. 2006 of the National Board of Trustees of the DepED Provident Fund (copy attached) regarding the grant of calamity loans to teachers and non-teaching employees directly affected by natural or man-made calamities.

Said Resolution provides that the grant of calamity loans shall be subject to the availability of funds and the following terms and conditions:

1. The maximum amount of calamity loan that may be availed of is Twenty Thousand Pesos (P20,000.00) with an interest rate of six percent (6%) per annum and payable in twenty-four (24) equal monthly installments (two years) through automatic payroll deduction; provided that the employee/teacher-borrower may opt for a shorter repayment period of twelve (12) equal monthly installments.
2. A DepED employee may avail of the different types of loans, regular, special and calamity, simultaneously, provided that the limitation set forth in Section X, par. 9 of the Revised Implementing Guidelines (Inclosure to DepED Order No. 12, s. 2004) on the monthly net take home pay is complied with.
3. Requirements for the calamity loan are:
 - Accomplished application form
 - Latest payslip/payroll indicating monthly salary deduction
 - Certification from the barangay that the borrower is a bona fide resident of the barangay/area/province declared under the state of calamity
 - Casual employee borrowers shall also submit a copy of their latest appointment
4. Application for calamity loan must be received by the concerned Secretariat within two months after the date when the area/province has been declared under the state of calamity.

In the grant of calamity loans, please make sure that priority shall be given to employee-borrowers directly affected by Typhoon Ondoy.

For your guidance.


JESLI A. LAPUS
Secretary *JLS*