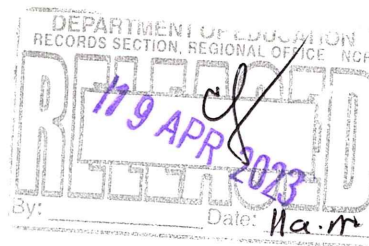




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



April 18, 2023

**REGIONAL MEMORANDUM**

No. 287s. 2023

**To:** Schools Division Superintendents  
ROP Officials and Employees


**RECONSTITUTION OF DEPED-NCR APDS TASK FORCE**

1. Pursuant to DepEd Order No. 020, s. 2021 dated May 27, 2021, entitled "*Enhanced Guidelines on Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System Program*", the following constitute the DepEd-NCR APDS Task Force:

Chairperson : Dr. Cristito A. Eco  
Assistant Regional Director

Members : Atty. Joylyn P. Dulnuan  
Chief Administrative Officer, Administrative Division  
Ms. Juliet J. Icamen  
Chief Administrative Officer, Finance Division  
Dr. Marilou J. Cusi  
Supervising Administrative Officer, ASD, RPSU in-charge  
Mr. Joey B. San Buenaventura  
Supervising Administrative Officer, Finance Division  
Ms. Kimberly S. Arma  
Accountant III, Finance Division  
Atty. Annaliza G. Esperanza  
Attorney IV, Legal Unit

2. The functions of the Task Force are specified in the attached Annex A. The guidelines are stipulated in the said Order.
3. For immediate dissemination and compliance.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

Encl.: As stated

rpsu/mjc





Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**ANNEX A**

**FUNCTIONS OF THE REGIONAL APDS TASK FORCE**

1. The Regional APDS Task Force shall review and evaluate the submitted documents as well as validate compliance with the necessary requirements by the applicants for Cooperative within the Region. The evaluation will be submitted to the Regional Director who shall approve/disapprove the application for Accreditation/Re-accreditation.
2. Validate the existence of offices of at least three (3) members during the application stage and as the need arises. To expedite the validation, the services of the Schools Division Office located near the entity's office or branch is located, may be tapped, provided, the Validation Report shall be supported with proof of existence of office like pictures of the office and its staff and the report is signed by the members of the Regional APDS Task Force. The report shall be submitted in advance to DepEd Central Office via email. The letter of approval may be issued and released to the Lender prior to the receipt of the original copy.
3. Prepare letter of notification to be served to the applicants.
4. Request for assignment of the APDS Code (and Sub-Codes, if applicable) to the Undersecretary for Finance, through the APDS Secretariat.
5. Conduct spot-checking or monitoring activities of the compliance of entities.
6. Submit annual reports to the Undersecretary for Finance on the compliance of the entity of the TCAA on or before the end of February of each year.
7. Monitor the submission of annual documentary requirements of school-based cooperatives.
8. Monitor compliance of the designated DepEd Verifiers, Authorized Agency Officers for GSIS loans and the Pag-Ibig Endorsers, with regard to the requirements stipulated in the General Provision of the annual GAA on the resulting Net Take Home Pay of DepEd borrowers when applying for loans under the APDS.
9. Conduct investigations, fact-finding activities, meetings, and/or mediation activities as necessary to address issues raised by various stakeholders, and submit a corresponding report and/or recommendation to the Undersecretary for Finance; and
10. Other tasks that maybe assigned by the Secretary or the Undersecretary for Finance.

