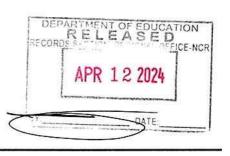


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD- 2024-__3 4 0

TO Accredited Entities for APDS

JOCELYN DR ANDAY FROM

Director IV

SUBJECT **Submission of Billing Statements**

DATE April 11, 2024

- 1. Pursuant to par. 4.5 of the "Guidelines on Accreditation/Reaccreditation of Private Entities under the Automatic Payroll Deduction System Program" under DepEd Order No. 20, s. 2021, all entities with duly approved TCAA shall submit to the Payroll Unit electronic copy of their billings together with soft copies of the following:
 - a) Authority to Deduct
 - b) Promissory Note
 - c) Disclosure Statement
 - d) Proof of loan released (like check, voucher, credit memo, remittance list and others duly acknowledged by the borrower)
 - e) Verifier's Approval
 - f) Sworn Statement (par. 3.6, Annex "E" of the Guidelines)
- 2. No need to submit hardcopies of the supporting documents except a copy of the Sworn Statement. This is without prejudice to the presentation of the original hard copies when required by this Office in view of a concern or complaint by the borrower.
- 3. For information and compliance.





