




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD- 2024- 340

TO : **Accredited Entities for APDS**

FROM : **JOCELYN DR ANDAYA** 
Director IV

SUBJECT : **Submission of Billing Statements**

DATE : April 11, 2024

1. Pursuant to *par. 4.5* of the “**Guidelines on Accreditation/Re-accreditation 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.