



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

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MEMORANDUM

OUF-2026-_____

AUG 14 2026

TO : ALL REGIONAL DIRECTORS
ALL SCHOOLS DIVISION SUPERINTENDENTS
ALL APDS REGIONAL TASK FORCE
ALL OTHERS CONCERNED

ATTENTION : ALL APDS VERIFIERS

FROM : **ATTY. EDSON BYRON K. SY**
Undersecretary for Finance

SUBJECT : **MANDATORY USE OF THE DEPED-APDS VERIFIER'S LEDGER
VERSION 2.0**

In reference to Memorandum OASF-2026-409 entitled "**Advisory on the Usage of the Refined Verifier's Ledger Version 2.0,**" all designated Automatic Payroll Deduction System (APDS) Verifiers are hereby directed to use the **DepEd-APDS Verifier's Ledger Version 2.0** in processing all loans, insurance and mutual aid system (MAS) memberships, and other APDS-related verification requests.

To further standardize the verification process and strengthen compliance with existing APDS policies and directives on Net Take Home Pay (NTHP) verification, the use of the Verifier's Ledger Version 2.0 shall now be **mandatory** for all designated APDS Verifiers. This measure aims to ensure uniformity, accuracy, accountability, and proper documentation of all verification activities consistent with existing DepEd policies.

The latest version of the Verifier's Ledger includes system enhancements designed to improve operational efficiency and accommodate current APDS requirements. Among these enhancements is the support for **loan terms of up to seven (7) years or eighty-four (84) months**, together with improved validation, transaction processing, monitoring, and reporting functionalities.

Accordingly, effective upon the signing of this memorandum, all verification requests shall be processed exclusively through the DepEd-APDS Verifier's Ledger Version 2.0. The use of previous versions of the Verifier's Ledger, standalone Excel-based monitoring files, or other unofficial verification tools shall no longer be permitted, unless otherwise authorized by this Office through the Finance Service – Employee Account Management Division (FS-EAMD).

To ensure that all APDS Verifiers are using the latest version of the system, the official installer shall be downloaded only through the link provided below:

Official Installer Download Link: <https://tinyurl.com/DEPEDAPDSVL20>

All APDS Verifiers are likewise directed to ensure that the latest version of the system is installed and that they are using the updated database and application files before processing verification requests.

For technical assistance, system concerns, or requests for account creation and updates, APDS Verifiers may coordinate with the Finance Service – Employee Account Management Division (FS-EAMD) through **<https://forms.office.com/r/dKYekG31XN>**.

For strict compliance.