



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

UNNUMBERED MEMORANDUM

TO : Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Unit/Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

FROM :  **MERTHEL M. EVARDOME, CESO V**
Schools Division Superintendent

SUBJECT : REITERATION AND CLARIFICATION TO DEPED ORDER NO, 18, S. 2018

DATE : April 7, 2022

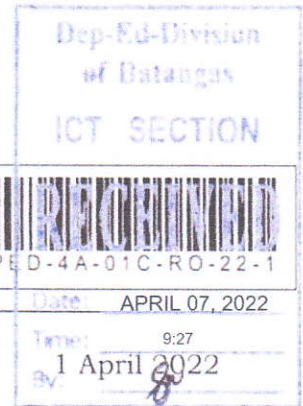
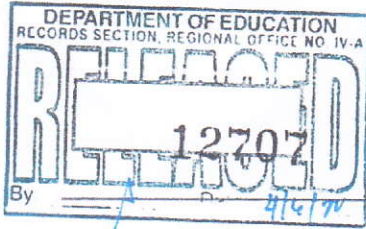
Attached herewith is the Regional Order, regarding the **Reiteration and Clarification to DepEd Order No. 18 s. 2018, entitled, "Revised Guidelines on Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System (APDS) Program.**

For your information and compliance.





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 GATE 2, KARANGALAN VILLAGE
 1900 CAINTA, RIZAL



Regional Order

S2-104385

**REITERATION AND CLARIFICATION
 TO DEPED ORDER NO. 18 S. 2018**

To **Schools Division Offices
 Private Lending Institutions**

1. This Office has been confronted with complaints against unauthorized and illegal deductions and fraudulent loan applicants which trigger the activation of the Automatic Payroll Deduction System (APDS) Task Force to investigate these complaints.
2. In the investigations conducted by the APDS Task Force, it was noted that promissory notes submitted as part of the billing requirements of Private Lending Institutions (PLIs) transacting with the regional office are not notarized. Thus, the APDS Task Force recommended to the Undersecretary for Finance to require all PLIs to comply strictly with the requirements in DepEd Order No. 18 S. 2018 especially on the submission of notarized promissory notes. In the clarification made by the Undersecretary for Finance, the latter pointed to DepEd Order No. 18 S. 2018 as the answer to the recommendation of the APDS Task Force.
3. In the sample promissory note attached as Annex "C-1" (for enclosure 2) of DepEd No. 18 S. 2018, the sample bears the words: Notary Public on the lower right portion while the words: Doc No. _____, Page No. _____, Book No. _____ and Series of _____ are on the lower left portion.
4. In this regard, all PLIs are hereby required to submit promissory notes and sworn certifications duly notarized before Notaries Public as part of their billing requirements.
5. Immediate compliance is hereby enjoined.

FRANCIS CESAR B. BRINGAS
 Regional Director

cc: legal/jbb



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