



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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**DIVISION ADVISORY No. 103, s. 2022**

March 9, 2022

**TEMPORARY USE OF VERIFIERS' LEDGER IN MS EXCEL FORMAT**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

**Attention: JINKEE O. FORRO**  
Designated Loan Verifier of the Division

1. Attached is **Regional Memorandum No. 190 s. 2022** entitled "**Temporary Use of Verifiers' Ledger in Ms Excel Format,**" which is self-explanatory.
2. Immediate and wide dissemination of this Advisory is desired.

  
**SALVADOR O. OCHAVO JR., EdD, CESO V**  
Schools Division Superintendent

MAR 09 2022

osds/admin



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Department of Education  
REGION VI — WESTERN VISAYAS

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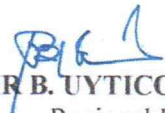
REGIONAL MEMORANDUM

No. 190 s. 2022

TEMPORARY USE OF VERIFIERS' LEDGER IN MS EXCEL FORMAT

To: Schools Division Superintendents  
All Others Concerned

- Attached is Memorandum OUF-2022-0132 from the Offices of the Undersecretary Secretary for Finance, Department of Education, on the Temporary Use of Verifiers' Ledger in MS Excel Format.
- Immediate dissemination of this Memorandum is desired.

  
RAMIR B. UYTICO EdD, CESO III  
Regional Director

Reference: Memorandum OUF-2022-0132

To be indicated in the Perpetual Index  
under the following subjects:

OFFICIALS      VERIFIERS      FORMAT



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Regional Memorandum	DepEd RO6-RPSU-004	March 8, 2022	New



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

MEMORANDUM  
OUF-2022-0132

FOR : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION : REGIONAL CHIEFS OF ADMINISTRATIVE DIVISION  
DESIGNATED DEPED VERIFIERS  
DESIGNATED AUTHORIZED AGENCY OFFICERS (AAOs)

FROM :   
ANNALYN M. SEVILLA  
*Undersecretary for Finance*

SUBJECT : TEMPORARY USE OF VERIFIERS' LEDGER IN MS EXCEL FORMAT

DATE : 02 March 2022

This pertains to the MS Access Verifiers' Ledger (VL) being used by the designated Verifiers nationwide, which is subject to adjustment with the implementation of DepEd Order No. 004, s. 2022, entitled "Extension of Loan Terms of Payment under the Department's Automatic Payroll Deduction System Program."

While the adjustment of application of VL in MS Access is still in the process, all designated Verifiers may download the Excel file of VL through this Google Drive link: [bit.ly/3MjYw06](https://bit.ly/3MjYw06) to be used in the verification process of the resulting net take-home pay (NTHP) of the DepEd borrowers.

Please be reminded of the instructions specified in an unnumbered memorandum dated 17 August 2020, entitled "Verification of Loan Amortizations to be Incorporated in the Payroll for Salaries of DepEd Personnel" and Memorandum OUF-2020-718, dated 11 December 2020, "Reiteration of Memorandum dated 17 August 2020 Entitled 'Verification of Loan Amortizations to be Incorporated in the Payroll for Salaries of DepEd Personnel,'" with regard to the verification process flow to be followed by the AAOs and Verifiers including the non-discretionary assessment of resulting NTHP of the borrower. Thus, no loan application shall be recommended for approval if the borrower has no capacity to pay based on the evaluation.

For inquiries and/or suggestions, you may contact EAMD at telefax number (02) 8633-7248 or via email at [fs.eamd@deped.gov.ph](mailto:fs.eamd@deped.gov.ph) and Ms. Roma Marienda via email at [roma.marienda@deped.gov.ph](mailto:roma.marienda@deped.gov.ph) or Mr. Jayson Monis at [jayson.monis@deped.gov.ph](mailto:jayson.monis@deped.gov.ph). Attention: Ms. Marienda and Mr. Monis.

Thank you.

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