

Republic of the Philippines

Department of Education

Region VI – Western Visayas SCHOOLS DIVISION OF CAPIZ

Banica, Roxas City

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 0 9 2022

osds/admin



Address: Banica, Roxas City Contact Number: (036) 620 2371 Email Address: capiz@deped.gov.ph



Department of Education REGION VI — WESTERN VISAYAS

MAR 8 8 2022

REGIONAL MEMORANDUM No. /90 s. 2022

TEMPORARY USE OF VERIFIERS' LEDGER IN MS EXCEL FORMAT

To: Schools Division Superintendents All Others Concerned

- 1. 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.
- 2. 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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Website: region6.deped.gov.ph

Document Name	Document No.	Date Created	Revision Number
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- 0 1 3 2

FOR

: REGIONAL DIRECTORS

SCHOOLS DIVISION SUPERINTENDENTS

ATTENTION

REGIONAL CHIEFS OF ADMINISTRATIVE DIVISION

DESIGNATED DEPED VERIFIERS

DESIGNATED AUTHORIZED AGENCY OFFICERS (AAOs)

FROM

ANXALYYM. 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 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 and Ms. Roma Marienda via email at roma.marienda@deped.gov.ph or Mr. Jayson Monis at jayson.monis@deped.gov.ph. Attention: Ms. Marienda and Mr. Monis.

Thank you.

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VERIFIER'S LEDGER Version 3.0

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