



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

October 16, 2024

DIVISION MEMORANDUM

No. 647, s. 2024

PAG-IBIG REMITTANCES AND RECONCILIATION

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD & CID
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 981, s. 2024 dated October 15, 2024 titled **Pag-ibig Remittances and Reconciliation**.
2. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: None

Reference: None

To be indicated in the Perpetual Index
Under the following subjects

REMITTANCE

BENEFITS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph
Website: <http://depedcapiz.ph>



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS

REGIONAL MEMORANDUM

OCT 15 2024

No. 981 s. 2024

PAG-IBIG REMITTANCES AND RECONCILIATION

To: Schools Division Superintendents
Division Accountants/Administrative Officers/School Bookkeepers
Principal/Officer-In-Charge of RPSU-paid Secondary Schools
All Others Concerned

1. To facilitate and expedite the remittances and reconciliation of the Pag-IBIG premiums and loans of all DepEd employees under the Regional Payroll Services Unit (RPSU), this Office hereby directs all Schools Division Offices (SDOs) and Implementing Unit (IUs) to remit all the Pag-IBIG premiums and loans directly to the nearest Pag-IBIG Office starting October 2024. The RPSU Employer ID number 208720780001 shall be used in the remittance of the said premiums and loans.

2. This Office directs the SDOs to orient their RPSU paid IUs on the preparation of Pag-IBIG remittances and reconciliation.

3. The RPSU monthly billing shall be the basis of the SDOs and IUs in the processing of remittances in the Pag-IBIG.

4. Monthly report of Pag-IBIG remittances of SDOs and IUs which includes scanned copy of official receipt, softcopy of remittance lists in Excel and PDF format, and attached template (Annex 1) shall be consolidated by the SDOs and emailed to the Regional Payroll Services Unit and Regional Office Finance Division. The same shall be uploaded to OneDrive through the link provided in the group chat (GC) not later than 25th of the following month.

5. In addition, this Office directs the in-charge of the Pag-IBIG remittances to check the data on the remittances from October 2019 to present and coordinate with RPSU for the verification and reconciliation.

6. Further, this Office authorizes the SDOs to issue a certification of Pag-IBIG remittance to RPSU paid personnel under their division, provided that the covered period requested by the personnel is validated and confirmed as RPSU paid through payslip or payroll back-up files, and/or remittance lists if still available. The copy of the payroll back-up files, remittance lists, and official receipts for the previous years can be provided by the RPSU upon the request of SDOs.

7. For clarifications and technical assistance, contact Ms. Precios Garcia at (033) 337-0149 loc. 1026.

8. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO III
Regional Director

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

Remittance Benefits



Address: Duran Street, Iloilo City, 5000
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Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS

