

Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF OZAMIZ CITY**

---

January 26, 2024


**DIVISIONAL MEMORANDUM**

No. 041, s. 2024

**LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVE  
(FIFS) AS PER GENERAL APPROPRIATIONS ACT OF 2023**

TO : Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Elementary and Secondary School Heads  
Division Office Personnel  
This Division

1. This Office hereby informs the field on the Memorandum OUF-2023-0756 re: *Loan Amortization Payment on a First-In-First-Served (FIFS)* which clarifies that after the obligations to the BIR and contributions to PhilHealth, GSIS and HDMF, the loans, and other financial obligations due to GSIS, HDMF, or PLIs accredited with the Department's APDS shall be paid in a FIFS basis or according to the order in which they were incurred.
2. Regional Office requested to Central Office the necessary adjustments to DepEd's payroll program to implement such in the regional level payroll.
3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate dissemination and strict compliance of this Memorandum is enjoined.

  
**NIMFA R. LAGO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

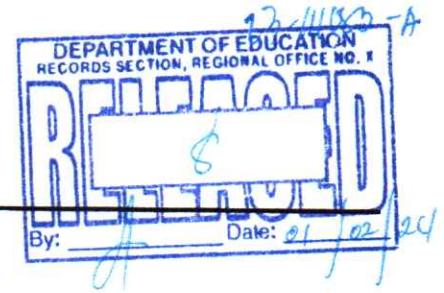


Address: IBJT Compound, Carangan, Ozamiz City  
Telephone No: (088) 545-09-88  
Telefax: (088) 545-09-90  
Email Address: ozamiz.city@deped.gov.ph





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO



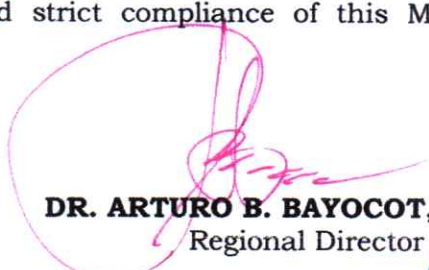
December 27, 2023

REGIONAL MEMORANDUM  
No. 001, s. 2023

LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED (FIFS) AS PER  
GENERAL APPROPRIATIONS ACT OF 2023

To: Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
RO Chiefs  
All Others Concerned

1. This is to disseminate to the field Memorandum OUF-2023-0756 re: Loan Amortization Payment on a First-In-First-Served (FIFS) as per General Appropriations Act of 2023. It is clarified that after the obligations to the BIR and contributions to PhilHealth, GSIS and HDMF, the **loans, and other financial obligations due to GSIS, HDMF, or PLIs accredited with the Department's APDS shall be paid on a FIFS basis or according to the order in which they were incurred.** Kindly refer to the enclosed memorandum for the details.
2. In the meantime, to fully implement the same, request has been made to the Central Office for the necessary adjustments to DepEd's payroll program.
3. This Office strictly observes the Equal Opportunity Policy (EOP) in all steps to be undertaken for this purpose. Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. Immediate dissemination and strict compliance of this Memorandum is enjoined.

  
**DR. ARTURO B. BAYOCOT, CESO III**  
Regional Director

ATCH.: OUF-2023-0756  
Reference: GAA 2023  
To be indicated in the Perpetual Index  
under the following subjects:

DEDUCTIONS      POLICY      SALARY

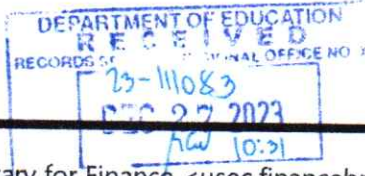
RE: Loan amortization payment on FIFS as per 2023 GAA

AD/PS- amma-d





**DEPED X NORTHERN MINDANAO**



**From:** Undersecretary for Finance <usec.financebpm@deped.gov.ph>  
**Sent:** Wednesday, 20-December-2023 5:30 pm  
**To:** Tolentino Aquino; Benjamin Paragas; May Eclar; Alberto Escobarte; Nicolas Capulong; Gilbert Sadsad; Ramir Uytico; Salustiano Jimenez; Evelyn Fetalvero; Ruth Fuentes; Arturo Bayocot; Allan Farnazo; Ma. Gemma Ledesma; Estela Carino; Wilfredo Cabral; Carlito Rocafort; DEPED I ILOCOS REGION; DEPED II CAGAYAN VALLEY; DEPED III CENTRAL LUZON; DEPED REGION IV-A CALABARZON; MIMAROPA REGION; DEPED V BICOL REGION; DepEd VI Western Visayas; DepEd Region VII Central Visayas; REGION VIII EASTERN VISAYAS; DEPED IX ZAMBOANGA PENINSULA; DEPED X NORTHERN MINDANAO; DEPED XI DAVAO REGION; DEPED XII SOCCSKSARGEN; DEPED REGION XIII CARAGA; DEPED CORDILLERA ADMINISTRATIVE REGION; DEPED NATIONAL CAPITAL REGION; Ferdinand Pitagan  
**Cc:** Office of the Secretary; Employee Account Management Division; Elmer Enriquez; Francis Raymund Migrino  
**Subject:** OUF-2023-0756 LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED (FIFS) AS PER GENERAL APPROPRIATION ACT OF 2023

This memorandum is being issued in relation to the prioritization and interpretation of Section 56 of the General Provisions under Republic Act (RA) No. 11936 or the FY 2023 General Appropriation Act (GAA).

The DepEd was in receipt of a copy of the DBM letter dated December 04, 2023, in response to GSIS position on the interpretation of afore-mentioned provision.

Consistent with the DepEd Legal Opinion (herein attached as Annex A), the DBM stated that “the term ‘contributions’ as used in the second paragraph of the Section 56 of the FY 2023 General Provisions cannot be deemed to include loan payments, as averred by the GSIS. The contributions contemplated therein are the amounts due to the PhilHealth, GSIS and HDMF by an individual for being a member of a program of these government financial institutions. In particular, the contribution to GSIS is the amount payable to the GSIS by the member and the employer in accordance with Section 5 of RA No. 8291. Moreover, Section 6 thereof mandates that the remittance by the employer of the contributions to the GSIS shall take priority over and above the payment of any and all obligations, except salaries and wages of its employees.

After satisfying, however, the obligations to the BIR and contributions to PhilHealth, GSIS and HDMF, the payment of loans and other financial obligations shall be satisfied in the order in which they were incurred”.

Further, the DBM also stated that the guidelines to be issued by the DepEd for this purpose must conform with Section 56 of the FY 2023 General Provisions.

In view of the foregoing, all concerned personnel (payroll processors, Agency Authorized Officers [AAOs], Human Resource Management Officers [HRMOs], Pag-IBIG endorsers, and Verifiers) are advised to strictly follow Section 56 of the General Provisions of the FY 2023 GAA. In other words, loans, and other financial obligations due to GSIS, HDMF, or PLIs accredited with the Department’s APDS shall be paid on a First-In-First-Served (FIFS) basis or according to the order in which they were incurred.

If corresponding adjustments to DepEd’s payroll program reflecting such changes are necessary, the heads of RPSU shall coordinate with our Information Communication and Technology Service (ICTS).

The heads of RPSUs are also reminded to ensure that financial obligations to be incorporated into the payroll program are within the NA-T-... (FIFS)...

**For strict compliance.**

**Thank you.**

*This communication may contain confidential or privileged information and is intended solely for the individual or entity to whom it is originally addressed. Any disclosure, copying, dissemination, or any action taken in reliance to it by others, other than the intended recipient, is strictly prohibited. The opinions, conclusions, and statements expressed in this message are those of the sender and may not necessarily reflect the views of the Department of Education.*



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

---

**MEMORANDUM**  
**OUF-2023-0756**

**TO** : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**DIRECTOR FERDINAND B. PITAGAN**  
**ALL OTHERS CONCERNED**

**ATTENTION** : *Chief, BHROD-Personnel Division*  
*Chiefs, Regional Administrative and Finance Divisions*  
*Heads, Regional Payroll Services Unit (RPSU)*  
*Heads, Schools Division Administrative Unit*  
*Heads, Schools Division Finance Unit*  
*Regional and Schools Division Human Resource Management Officers*  
*School Heads of Implementing Unit Secondary Schools (IU-SS)*  
*Information Communication and Technology Service (ICTS)*  
*Designated Agency Authorized Officers*  
*Designated DepEd Venjers*

**FROM** : **ATTY. MICHAEL WESLEY T. POA**  
*Undersecretary and Chief of Staff*  
*Officer-in-Charge, Office of the Undersecretary for Finance*

**SUBJECT** : **LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED (FIFS) AS PER GENERAL APPROPRIATION ACT OF 2023**

**DATE** : **DECEMBER 20, 2023**

---

This memorandum is being issued in relation to the prioritization and interpretation of Section 56 of the General Provisions under Republic Act (RA) No. 11936 or the FY 2023 General Appropriation Act (GAA).

The DepEd was in receipt of a copy of the DBM letter dated December 04, 2023, in response to GSIS position on the interpretation of afore-mentioned provision.

Consistent with the DepEd Legal Opinion (herein attached as Annex A), the DBM stated that "the term 'contributions' as used in the second paragraph of the Section 56 of the FY 2023 General Provisions cannot be deemed to include loan payments, as averred by the GSIS. The contributions contemplated therein are the amounts due to the PhilHealth, GSIS and HDMF by an individual for being a member of a program of these government financial institutions. In particular, the contribution to GSIS is the amount payable to the GSIS by the member and

priority over and above the payment of any and all obligations, except salaries and wages of its employees.

After satisfying, however, the obligations to the BIR and contributions to PhilHealth, GSIS and HDMF, the payment of loans and other financial obligations shall be satisfied in the order in which they were incurred”.

Further, the DBM also stated that the guidelines to be issued by the DepEd for this purpose must conform with Section 56 of the FY 2023 General Provisions.

In view of the foregoing, all concerned personnel (payroll processors, Agency Authorized Officers [AAOs], Human Resource Management Officers [HRMOs], Pag-IBIG endorsers, and Verifiers) are advised to strictly follow Section 56 of the General Provisions of the FY 2023 GAA. In other words, loans, and other financial obligations due to GSIS, HDMF, or PLIs accredited with the Department’s APDS shall be paid on a First-In-First-Served (FIFS) basis or according to the order in which they were incurred.

If corresponding adjustments to DepEd’s payroll program reflecting such changes are necessary, the heads of RPSU shall coordinate with our Information Communication and Technology Service (ICTS).

The heads of RPSUs are also reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel. Billings from accredited entities shall not be incorporated under APDS unless processed through the verification process. Finally, they are reminded that verification and assessment made by the AAOs, Verifiers, and loan endorsers shall be non-discretionary.

For strict compliance.

Thank you.