



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JUN 16 2022

**MEMORANDUM**

**PHILAM LIFE NON-APPLICATION FOR RE-ACCREDITATION  
UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM**

TO: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary & Secondary School Principals / Officer-In-Charge  
Administrative Officer V  
All Others Concerned

1. Attached is a letter from Dir. Wilfredo E. Cabral, Regional Director-DepEd NCR on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. All concerned personnel and employees with Philam Life, special attention is invited to the last paragraph of the attached letter of Undersecretary Annalyn M. Sevilla to Mr. Rommel Babano, Head of Policy owner's Administration AIA Philippines.
2. Immediate and wide dissemination of this Memorandum is desired.

  
**CARLEEN S. SEDILLA, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**  
Under the following subjects:

PAYROLL          INSURANCE

MMP/NAV/DM – PHILAM LIFE NON-APPLICATION FOR RE-ACCREDITATION UNDER THE DEPARTMENT'S AUTOMATIC PAYROLL DEDUCTION SYSTEM

205 / JUNE 15, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

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0613647



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



DNCR F-ORD-036RO/0112019

To : Schools Division Superintendents

Dear Sirs/Mesdames:

SDO-CITY OF MUNTINLUPA

Received

Date

Time

*[Signature]*  
6-14-22  
2:50pm

This has reference to the attached letter of Undersecretary Annalyn M. Sevilla to Mr. Rommel Babano, Head of Policyowner's Administration AIA Philippines Life and General Insurance Company, Inc. dated May 11, 2022 relative to the request for change of corporate name of The Philippine American Life and General Insurance Company (Philam Life) or AIA Phils. APDS Codes 005 A and B.

Philam Life has not applied for re-accreditation under the Department's Automatic Payroll Deduction System (APDS), thus as per email from the ICTS Solutions Development Division of the DepEd Central Office dated May 30, 2022, payroll deductions under the APDS Codes 005 A and B shall be automatically cancelled in July 2022. Employees who are due date of Philam Life are advised to pay over-the-counter or coordinate directly for the continuity of insurance membership to the said company.

For information and guidance.

Very truly yours,

*[Signature]*  
**WILFREDO E. CABRAL**  
Regional Director, DepEd NCR  
and Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

Incl.: As stated

rpsu/mjc



0614061



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

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May 11, 2022

**Mr. ROMMEL BABANO**

Head of Policyowner's Administration

AIA Philippines Life and General Insurance Company, Inc.

16F-18F AIA Philippines Head Office

Six/DEO, 5<sup>th</sup> Avenue cor. 26<sup>th</sup> Street

Bonifacio Global City, Taguig 1634

Dear **Mr. Babano**:

This has reference to your request for the change of the corporate name of The Philippine American Life and General Insurance Company (PhilamLife) to AIA Philippines Life and General Insurance Company, Inc., (AIA Phils.), for purposes of collections of the insurance premia contributions of PhilamLife members through payroll deduction under **APDS Codes 005 A and B**.

To facilitate the evaluation of your request, please submit to the Employee Account Management Division, this office, the certified true copies of the following:

1. Certificate of Filing with the Securities and Exchange Commission (SEC) on the change of corporate name of PhilamLife to AIA Phils. and the corresponding Amended Articles of Incorporation and Amended By-Laws, duly stamped by SEC; and
2. AIA Phils.' Certificate of Authority issued by the Insurance Commission, indicating the said change of corporate name.

In addition, we would like to inform you that PhilamLife has not applied for re-accreditation under the Department's Automatic Payroll Deduction System (APDS). Pursuant to paragraph 42 of Enclosure 1 of DepEd Order No. 20, s. 2021, non-accreditation or disapproval of the application for re-accreditation shall result in the denial of the company's privilege to transact new business under APDS. For those failing to get approval for re-accreditation for insurance premia, *the DepEd shall continue servicing the collection of deductions already incorporated in the payroll system, as of the date of the disapproval, for the next three (3) months or until requested for stoppage by the DepEd policy holder/member/depositor, whichever comes earlier, and remit the same to the entity. Within sixty (60) calendar days from the said disapproval, DepEd shall notify the concerned DepEd personnel of the stoppage of deductions, and the latter may transact and/or pay directly to the formerly accredited entity, or terminate their memberships therewith. Thereafter, the APDS Code and Sub-Codes, if any, are automatically cancelled.*

In view of the above, our payroll processors are prohibited from accepting new billing from PhilamLife under APDS Codes 005 A and B, effective immediately. They shall continue servicing the collection of deductions already incorporated in the payroll system only **for the next three (3) months** or until requested for a stoppage by the DepEd member, whichever comes earlier and remit the same to PhilamLife or AIA Phils. once established that these two

companies are one and the same company. Within sixty (60) calendar days from the date of this letter, DepEd shall notify the concerned DepEd personnel of the stoppage of deductions, and the latter may transact and/or pay directly to PhilamLife, or terminate their memberships therewith. Thereafter, the APDS Code 005 A and B are automatically cancelled.

Please be guided accordingly.

Thank you,

Sincerely yours,

  
ANNALYN M. SEVILLA  
Undersecretary

**Copy Furnished:**

*Regional Directors, Chiefs of Finance, and Administrative Divisions  
and Heads of Regional Payroll Services Unit, DepEd Regions I to III,  
IV-A, IV-B, V to XIII, CAR and NCR*

*camd/fca*