



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 632 s. 2025

**RECONSTITUTION OF THE REGIONAL PROVIDENT FUND BOARD OF
TRUSTEES AND SECRETARIAT**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public and Private Elementary and Secondary School Heads / OICs
All Others Concerned

1. Attached is Regional Memorandum No. 1161, s. 2025, dated November 28, 2025, on the above-captioned title. The contents of which are self-explanatory, for the information and guidance of all concerned.
2. Immediate and wide dissemination of this memorandum is desired.

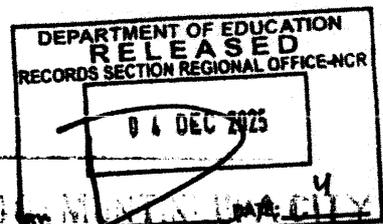
VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated
References: as stated
To be indicated in the Perpetual Index
Under the following subjects:

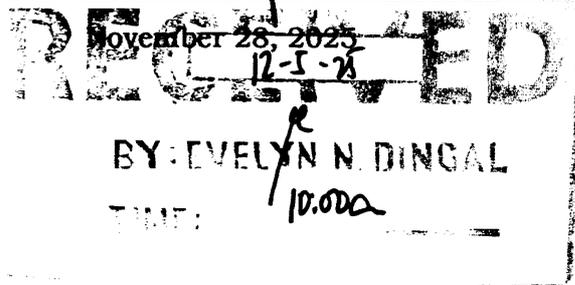
RECONSTITUTION PROVIDENT BOARD

ALLOASDS/RECONSTITUTION OF PROVIDENT BOARD OF TRUSTEES
632 / December 10, 2025





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 161, s. 2025

To: Schools Division Superintendents
DepEd NCR Officials and Employees

RECONSTITUTION OF THE REGIONAL PROVIDENT FUND BOARD OF TRUSTEES AND SECRETARIAT

1. Pursuant to par. III (3) and par. V (2 e) of the DepEd Order No. 12, s. 2004, and DepEd Order No. 37, s. 2018, the Regional Provident Fund Board is hereby reconstituted composed of the following:

- Chairman : Jocelyn DR Andaya
Regional Director
- Vice-Chairman : Carleen S. Sedilla
OIC-Assistant Regional Director
- Members : Atty. Joylyn P. Dulnuan
Chief Administrative Officer, Administrative Division
- Ms. Juliet J. Icamen
Chief Administrative Officer, Finance Division
- Ms. Micah G. Pacheco
OIC-Chief Education Supervisor, CLMD
- Ms. Ruby P. Bernardo
ACT-NCR Union, President
- Atty. Annaliza G. Esperanza
Attorney IV, Legal Unit
- Secretariat : Ms. Elsa P. Mariano
Administrative Officer V, Personnel Unit
- Mr. Romar Roentgent I. Balanao
Accountant III, Finance Division
- Ms. Medelyn Clarisse O. Marasigan
Legal Assistant II, Legal Unit
- Division Secretariat: Schools Division Superintendent
Administrative Officer V
Accountant III
Attorney III



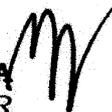
Address: 6 Misamis St. Bago Bantay, Quezon City
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Website: depedncr.com.ph





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2. The Regional Board of Trustees except the Regional Director shall serve term of one (1) year from the issuance of this Memorandum shall perform the responsibilities as provided by par. IV (2) of the said DepEd Order and other succeeding Orders.
3. The Secretariat of the Regional Board of Trustees and Division Secretariat shall likewise perform the functions enumerated in par. VII and par. VIII of the DepEd Order No. 12, s. 2004.
3. For information and guidance of all concerned.

JOCELYN DR ANDAYA 
Regional Director, NCR
concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations



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