



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 633 s. 2025

RECONSTITUTION OF DEPED-NCR APDS TASK FORCE

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. 1162, 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 APDS TASK FORCE

ALLOARDS/RECONSTITUTION OF APDS TASK FORCE
633 / December 10, 2025





Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
 RELEASED
 RECORDS SECTION REGIONAL OFFICE-NCR
 04 DEC 2025
 DATE: 4: 04
 BY: [Signature]
 REGIONAL OFFICE-NCR

REGIONAL MEMORANDUM

No. 162, s. 2025

To: Schools Division Superintendents
 DepEd NCR Officials and Employees

November 28, 2025
RECEIVED
 12-5-25
 BY: EVELYN N. DIMALAL
 TIME: 10:00a

RECONSTITUTION OF DEPED-NCR APDS TASK FORCE

1. Pursuant to DepEd Order No. 020. s. 2021, entitled "Enhanced Guidelines on Accreditation/Re-Accreditation of Private Entities Under the Automatic Payroll Deduction System Program", the following constitute the DepEd-NCR APDS Task Force:

- Chairperson : Dr. 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

- Mr. Joey B. San Buenaventura
 Supervising Administrative Officer, Finance Division

- Mr. Romar Roentgent I. Balanao
 Accountant III, Finance Division

- Atty. Annaliza G. Esperanza
 Attorney IV, Legal Unit

- Ms. Elsa P. Mariano
 Administrative Officer V, Personnel Section

2. The functions of the Task Force are specified in the attached Annex A. The guidelines are stipulated in the said Order.

3. For immediate dissemination and compliance.

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



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ANNEX A

FUNCTIONS OF THE REGIONAL APDS TASK FORCE

1. The Regional APDS Task Force shall review and evaluate the submitted documents as well as validate compliance with the necessary requirements by the applicants for Cooperative within the Region. The evaluation will be submitted to the Regional Director who shall approve/disapprove the application for Accreditation/Re-accreditation.
2. Validate the existence of offices of at least three (3) members during the application stage and as the need arises. To expedite the validation, the services of the Schools Division Office located near the entity's office or branch is located, may be tapped, provided, the Validation Report shall be supported with proof of existence of office like pictures of the office and its staff and the report is signed by the members of the Regional APDS Task Force. The report shall be submitted in advance to DepEd Central Office Force. The report shall be submitted in advance to DepEd Central Office via email. The letter of approval may be issued and released to the Lender prior to the receipt of the original copy.
3. Prepare letter of notification to be served to the applicants.
4. Request for assignment of the APDS Code (and Sub-Codes, if applicable) to the Undersecretary for Finance, through APDS Secretariat.
5. Conduct spot-checking or monitoring activities of the compliance of the entities.
6. Submit annual reports to the Undersecretary for Finance on the compliance of the entity of the TCAA on or before the end of February of each year.
7. Monitor the submission of annual documentary requirements of school-based cooperatives.
8. Monitor compliance of the designated DepEd Verifiers, Authorized Agency Officers for GSIS loans and the Pag-Ibig Endorsers, with regard to the requirements stipulated in the General Provision of the annual GAA on the resulting Net Take Home Pay of DepEd borrowers when applying for loans under the APDS.
9. Conduct investigations, fact-finding activities, meetings and/or mediation activities as necessary to address issues raised by various stakeholders, and submit a corresponding report and/or recommendation to the Undersecretary for Finance; and
10. Other tasks that maybe assigned by the Secretary or the Undersecretary for Finance.