



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAR 12 2026

**MEMORANDUM**

No. 111, s. 2026

**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 Elementary and Secondary School Heads  
Administrative Officer V  
All Others Concerned

1. Attached is **Regional Memorandum No. 168 s. 2026**, with the subject, **Reconstitution of DepEd-NCR APDS Task Force**, 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

References: As stated.

Encl.: As stated.

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

OFFICIALS      DEDUCTIONS

NDE/DM Reconstitution of DepEd-NCR APDS Task Force

111/March 10, 2026

NUM-2026-111

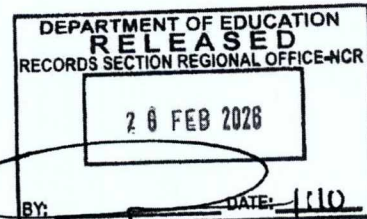


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ADMIN



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



February 25, 2026

**REGIONAL MEMORANDUM**

No. 168, s. 2026

RECEIVED BY:

MARLON A. SALONGA  
SDO-MUNTINLUPA (RECORDS UNIT)

To: Schools Division Superintendents  
DepEd NCR Officials and Employees

**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 : Ms. Rita E. Riddle  
OIC-Assistant Regional Director
- Members : Atty. Joylyn P. Dulnuan  
Chief Administrative Officer, Administrative Division
- Mr. Joey B. San Buenaventura  
Supervising Administrative Officer, Finance Division
- Mr. Romar Roentgent I. Balanao  
Accountant III, Finance Division
- Atty. Melford A. Lapnawan  
Attorney III, Legal Unit
- Ms. Elsa P. Mariano  
Administrative Officer V, Personnel Section
- Ms. Ma. Cristina F. Morillos  
Accountant I, Finance Division
- Mr. Angelito R. Alivio  
Administrative Officer II, Personnel Section
- Mr. Marx Lenin L. Tiangco  
Administrative Assistant V, RPSU

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

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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.