



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



March 21, 2018

DIVISION MEMORANDUM

No. 217, s. 2018

**AUTOMATIC PAYROLL DEDUCTIONS FOR THE PAYMENT OF INSURANCE PREMIA,
SAVINGS DEPOSIT AID MUTUAL AID SYSTEM (MAS) MEMBERSHIP FEES**

TO : Assistant Superintendents
Chiefs of SGOD and CID
Division Supervisors/Coordinators
SEPS and EPS 2
District Supervisors/OICs
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum No. 0213 s. 2018 dated March 16, 2018 entitled; " Automatic Payroll Deductions For the Payment Of Insurance Premia, Savings Deposit and Mutual Aid System (MAS) ", which is self-explanatory.
2. For the details, please refer to the attached Regional Memorandum.
3. Immediate dissemination of this memorandum is enjoined.


RHEA MARIA. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAR 16 2018

REGIONAL MEMORANDUM
No. 0213, s. 2018

**AUTOMATIC PAYROLL DEDUCTIONS FOR THE PAYMENT OF INSURANCE PREMIA, SAVINGS DEPOSIT
AND MUTUAL AID SYSTEM (MAS) MEMBERSHIP FEES**

To: Schools Division Superintendents

1. For the information & guidance of all concerned, this Office disseminates **UNNUMBERED MEMORANDUM** issued by the Office of Victoria L. Medrana Catibog, Undersecretary for Finance-Disbursement & Accounting, with the Subject **AUTOMATIC PAYROLL DEDUCTIONS FOR THE PAYMENT OF INSURANCE PREMIA, SAVINGS DEPOSITS & MUTUAL AID SYSTEM (MAS) MEMBERSHIP FEES**, which is self-explanatory.
2. Please refer to the attached Memorandum for your perusal.
3. Immediate dissemination and compliance of this Memorandum is desired.

Juliet A. Jeruta
JULIET A. JERUTA, Ph. D., CESO IV
Director III
Officer-In-Charge
Office of the Regional Director



Republic of the Philippines
Department of Education

Department of Education
Region VII, Central Visayas
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*Office of the Undersecretary for Finance
Disbursements and Accounting*

March 6, 2018

MEMORANDUM

**To: ALL REGIONAL DIRECTORS
THE DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT**

**Attention: Chiefs, Regional Administrative and Finance Divisions, and Central
Office Personnel Division
Heads, Regional Payroll Services Units (RPSUs)
Heads, Implementing Unit (IU) – Secondary Schools**

**FROM: VICTORIA L. MEDRANA CATIBOG
Undersecretary for Finance – Disbursements and Accounting (DA)**

**SUBJECT: AUTOMATIC PAYROLL DEDUCTIONS FOR THE PAYMENT OF
INSURANCE PREMIA, SAVINGS DEPOSITS, AND MUTUAL AID
SYSTEM (MAS) MEMBERSHIP FEES**

This refers to the monthly deductions from the salaries of DepEd personnel for the payment of insurance premia, savings deposits, and MAS membership fees to entities that were accredited under this Department's Automatic Payroll Deduction System (APDS) Program for the said types of businesses.

Please be informed that the effectivity of the APDS-Memorandum of Agreement (MOA) between the Department and the aforementioned entities ended on December 31, 2017 with the expiration of the last six-month extension of the said MOAs. Based on item no. 7.5/7.6¹ in the MOA, collections shall be stopped 60 days after its termination, whether or not the payments for insurance premia, savings deposit, or MAS memberships are not yet completed.

Consequently, effective immediately, no new billings for such businesses shall be accepted and incorporated in the payroll by the RPSUs, IU Secondary Schools, and Personnel Division until further notice. However, to ensure that the DepEd personnel's insurance policies, memberships, and benefits from the said entities do not lapse, the salary deductions already incorporated in the payroll shall be continued until their respective termination dates. This is in accordance with the President's Veto Message, which mandates the conditional implementation of Section 48 (Authorized Deductions) of the General Provisions of the FY 2018 General Appropriations Act, which stipulates in part that *"Government agencies are not merely collecting agents for these institutions, but influential representatives of government employees availing of this salary deduction facility. Government agencies should, therefore, leverage the facility given to these institutions to secure for government employees the most*

¹ Item no. 7.5 for MOAs with insurance companies. Item no. 7.6 for MOAs with MAS and cooperatives.



Republic of the Philippines
Department of Education

*Office of the Undersecretary for Finance
Disbursements and Accounting*

March 6, 2018

ADVISORY

**To All Codeholders Under the Department's
Automatic Payroll Deduction System (APDS) for Insurance Premia,
Savings Deposits, and Mutual Aid System (MAS) Membership Fees**

This refers to the monthly deductions from the salaries of DepEd personnel for the payment of insurance premia, savings deposits, and MAS membership fees to your organizations.

Following the end of the effectivity of our APDS-Memorandum of Agreement (MOA) last December 31, 2017, when the last six-month extension of the said MOA expired, please be informed that this Department shall no longer accept nor incorporate in the payroll of its personnel new billings from your organizations until further notice. However, to ensure that the concerned DepEd personnel's insurance policies, memberships, and benefits with your organizations do not lapse or are not disrupted, the Department's payroll processors at the Central and Regional Offices, and Implementing Unit Secondary Schools will continue the salary deductions already incorporated in the payroll until their respective termination dates. This is in accordance with the President's Veto Message, which mandates the conditional implementation of Section 48 (Authorized Deductions) of the General Provisions of the FY 2018 General Appropriations Act, which stipulates in part that "Government agencies are not merely collecting agents for these institutions, but influential representatives of government employees availing of this salary deduction facility. Government agencies should, therefore, leverage the facility given to these institutions to secure for government employees the most favorable terms possible for the protection of their rights and the promotion of their interest." (Underscoring supplied)

For your guidance. Thank you for your cooperation and understanding.


VICTORIA L. MEDRANA CATIBOG
Undersecretary

Copy Furnished:

- 1. LEONOR MAGTOLIS BRIONES**
Secretary, this Department
- 2. ALL REGIONAL DIRECTORS**
DepEd Regions I to XIII, CAR, and NCR
- 3. MARIA LOURDES D. PANTOJA**
Director IV, Bureau of Human Resource and Organizational Development