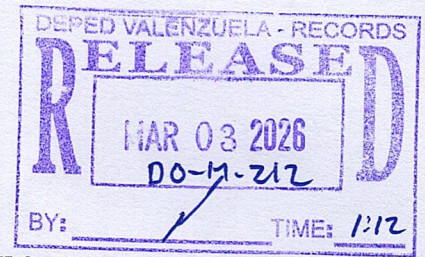




DepEd ICT Unit
 Web Posted by: dfm
 Control no.: AG-PUN-270

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



**Office of the Schools Division
 Superintendent**

DIVISION MEMORANDUM
 No. 0210 s. 2026

RECONSTITUTION OF DEPED-NCR APDS TASK FORCE

To: OIC – Assistant Schools Division Superintendent
 Chief Education Supervisors - CID and SGOD
 Education Program Supervisors and Public Schools District Supervisors
 Division Unit Heads
 Public Elementary and Secondary School Heads
 All Others Concerned

- Attached is Regional Memorandum No. 168, s. 2026 titled *Reconstitution of DepEd-NCR Task Force* dated February 25, 2026 from Dr. Jocelyn DR. Andaya, Regional Director, NCR and Concurrent Officer-in-Charge, Office of the Assistant Secretary for Operations, the content of which is self-explanatory, for information and for appropriate action of all concerned.
- Immediate dissemination of this Memorandum is desired.

NOEL D. BAGANO
 Schools Division Superintendent

Encl.: As stated
 References: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

RECONSTITUTION APDS TASK FORCE

MAE/KC - RECONSTITUTION OF DEPED-NCR APDS TASK FORCE
 _____/March 2, 2026



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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

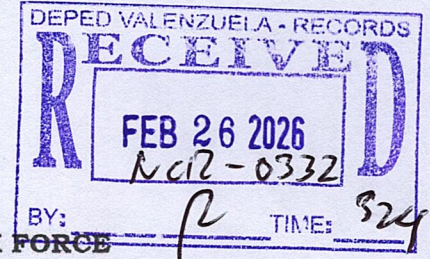


February 25, 2026

REGIONAL MEMORANDUM

No. 168, s. 2026

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



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

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.