



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

24 Jun 2025

DIVISION MEMORANDUM

No. **092**, s. 2025

**RECONSTITUTION OF THE SDO SARANGANI PROVIDENT FUND
SECRETARIAT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
SDO Section/Unit Heads and Staff
Public Elementary and Secondary Schoolheads
This Division

1. Pursuant to DepEd Order No. 12, s. 2004, entitled "Revised Implementing Guidelines for the Provident Fund," as amended by DepEd Order No. 36, s.2007, No. 52, s. 2007 and No. 37, s. 2018, this Office reconstitutes the composition of the Provident Fund Secretariat of the Division of Sarangani as follows:

Head Secretariat: RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Members: IRMA MAY G. DINASAS
Administrative Officer V

RANOLYN B. UNDRAY, CPA
Accountant III

GRACE M. ALBARRACIN
Budget Officer

LEONILA E. TABARANZA
Administrative Officer IV

ROEL D. BALBARENO
Administrative Officer IV

GLEN J. GULA
Administrative Officer II-Payroll Services

JOAN NENIVEH T. LANDERO
Administrative Assistant III

2. Paragraph VII of the above-mentioned DepEd Orders provides for the functions of the Secretariat, to wit:



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

- a. Implement the policies, rules, and regulations promulgated by the Board;
 - b. Approved loans as delegated by the Board;
 - c. Serve as “think tank” of the Board, conceptualizing and developing projects to be funded by the Fund for approval by the Board;
 - d. Supervise the lending operations of the fund with authority to suspend privileges granted by the fund in accordance with the rules and regulations promulgated by the Board;
 - e. Shall recommend the release of fund allocation to the different functional units, sections, and schools;
 - f. Facilitate the execution of contracts, agreements, deeds, bonds, mortgage and other obligations in the name of the Fund;
 - g. Prepare and submit a budget for the administration of the Fund, as well as the list of necessary personnel and the equivalent compensation;
 - h. Coordinate and keep records of the remittances, collections and financial transactions of the fund; and
 - i. Authorize the receipts and disbursements of funds pursuant to the resolutions and orders of the Board and to require receipts, vouchers, invoices and other documents necessary for proper accounting.
3. For inquiries, contact **Mr. Roel D. Balbareno** at 09773941073.
4. For the information and guidance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: N o n e
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

COMMITTEES
FUNDS

RDB/OSDS/DM – reconstitution of the sdo sarangani provident fund secretariat
0538/June 24, 2025



Address: Capitol Compound, Maribulan, Alabel, Sarangani Province
Telephone No.: (083) 508-2039
Website: www.depedsarangani.com
Email Address: sarangani@deped.gov.ph