

## Republic of the Philippines

## Department of Education

# Region VIII SCHOOLS DIVISION OF CALBAYOG CITY

January 8, 2025

## **DIVISION MEMORANDUM**

No. 014, s. 2025

### GUIDELINES ON THE LOAN MORATORIUM IMPLEMENTATION

To: OIC-SDS

OIC-ASDS

CID Chief

SGOD Chief

**PSDS** 

School Heads

All Others Concerned

- 1. Attached is Memorandum from the Office of the Undersecretary of Finance (OUF), Department of Education (DepEd), titled, Guidelines on the Loan Moratorium Implementation, the contents of which are straightforward for the information and guidance of all concerned."
- 2. The loan moratorium shall be provided as follows
  - a. one (1) month moratorium All DepEd personnel; and/or
  - b. three (3) month moratorium Bona fide DepEd personnel within the calamity areas as declared by the appropriate government agencies
- 3. Special attention is invited to the following:
  - a. The loan moratorium shall be implemented starting in January 2025 up to April 2025, as applicable. Regular payroll processing shall be made for the month of December 2024.
  - b. The loan moratorium shall apply exclusively to loan obligations, including principal, interest, penalties, and other similar accruals and charges for the specified periods.
  - c. DepEd personnel shall be allowed to apply for new loans, subject to the limitations in the TCAA.
  - d. DepEd verifiers shall verify the loan applications carefully, in compliance with the existing rules, guidelines and this memorandum.



e. DepEd borrowers that were granted this moratorium who wish to continue their deductions can pay their monthly obligations with their respective financial institutions over the counter.

4. Immediate and wide dissemination of this Memorandum is desired.

MARGARITO A. CADAYONA Jr. PhD, CESO VI OIC-Schools Division Superintendent







## Reguldie of the Philippines

## Department of Coucation

OFFICE OF THE UNDERSECRETARY FOR FINANCE

#### MEMORANDUM

December 19, 2024

POR

: REGIONAL DIRECTORS

director, bureau of human resources and

ORGANIZATIONAL DEVELOPMENT (EHROD)

DIRECTOR, INFORMATION AND COMMUNICATIONS

TECHNOLOGY SERVICE (ICTS)

ATTENTION : SCHOOLS DIVISION SUPERINTENDENTS

REGIONAL CHIEFS OF FINANCE AND ADMINISTRATIVE

DIVISION

CHIEF OF PERSONNEL DIVISION, BHROD

HEADS OF REGIONAL PAYROLL SERVICES UNIT

CHIEF OF SOLUTIONS DEVELOPMENT DIVISION (SDD), ICTS

PAYROLL PROCESSORS OF IMPLEMENTING UNIT (IU)

SECONDARY SCHOOL

FROM

ATTY. EDSON BYRON K. SY

Assistant Secretary

SUBJECT

: GUIDELINES ON THE LOAN MORATORIUM IMPLEMENTATION

On November 26, 2024, Secretary Sonny Angara requested all financial institutions to provide a moratorium on the collection of loan payments for DepEd teaching and non-teaching personnel, and employees.

As stated in the said request, the loan moratorium shall be provided as follows:

a. One (1) month moratorium – All DepEd personnel; and/or

b. Three (3) month moratorium - Bona fide DepEd personnel within the calamity areas as declared by the appropriate government agencies

In line with this, stated in this memorandum are the procedures and considerations for the implementation of the loan moratorium. All payroll processors and concerned personnel are expected to adhere to the following guidelines to ensure proper and efficient implementation.

### 1. Moratorium Coverage

- a. DepEd borrowers shall be provided with one (1) month moratorium (for sli DepEd personnel); and/or three (3) month moratorium on loan psyments (for bona fide DepEd personnel within the calamity areas as declared by the appropriate government agencies), or both, depending on the option chosen by the financial institution (FI).
- b. The loan moratorium shall be implemented starting in January 2025 up to April 2025, as applicable. Regular payroll processing shall be made for the month of December 2024.
- c. The loan moratorium shall apply exclusively to loan obligations, including principal, interest, penalties, and other similar accruals and charges for the specified periods.
- Salary deductions for insurance premia, membership fees, and the like shall not be covered by the moratorium.
- e. The loan moratorium shall be limited to affected areas specified in Annex A.
- f. The loan moratorium shall cover the Financial Institutions (FI) in the attached annexes, as follows:
  - f.1 Annex B List of financial institutions granting 4-month moratorium
  - f.2 Annex C List of financial institutions granting 3-month moratorium
  - f.3 Annex D List of financial institutions granting 1-month moratorium
  - f.4 Annex E List of members of Chamber of Thrift Banks (CTB) and Rural Bankers Association of the Philippines (RBAP) granting loan moratorium through refund but will collect interest
  - f.5 Annex F List of members of Salary Deduction Assurance Association, Inc., granting loan moratorium through refund and will waive interest

### 2. Payroll Adjustments

- a. The Central Office through the Information and Communications Technology System - Solutions Development Division (ICTS-SDD) shall develop the necessary adjustments in the payroll program for the period covering January 2025 to April 2025, as applicable. The said program shall be provided to all Regional Payroll Services Units (RPSU).
  - Put/mark "X" on all affected loan amortizations in the "Deducted Obligations" that will be moved to "Undeducted Obligations" portion of the pay slips.
  - Extend the termination dates of loan amortizations that will be moved to the "Undeducted Obligations" portion of the pay slips by the number of months of moratorium granted.
  - First-In-First-Served queuing system shall still be strictly observed.
  - No "Undeducted Obligations" shall move to Deducted Obligations of the pay slip due to the increase in Net Take Home Pay.
  - Queue all new deduction billings to be received by the Regional Payroll Services Units in the "Undeducted Obligations" of the pay slip of DepEd personnel.
  - Include the necessary reminders in the pay slip for the information of concerned DepEd personnel.

b. The DepEd CO shall release the adjusted program to the RPSUs. All implementing units shall also adjust their payroll program according to the above directives.

## 3. Application and Verification for New Loans

- a. DepEd personnel shall be allowed to apply for new loans, subject to the limitations in the TCAA.
- b. DepEd verifiers shall verify the loan applications carefully, in compliance with the existing rules, guidelines and this memorandum.

#### 3. Interests and Penalties

The DepEd borrowers shall not incur any additional charges, costs, penalties, surcharges, interests, interests on interests, or any other accruals on the outstanding loan balance due to the moratorium.

### 4. Voluntary Payments (Over-the-Counter)

DepEd borrowers that were granted this moratorium who wish to continue their deductions can pay their monthly obligations with their respective financial institutions over-the-counter.

#### 5. Further Clarifications

- a. The loan moratorium was requested to provide financial relief to DepEd personnel affected by the recent typhoons.
- b. The "First-In-First-Served" queuing system shall still be strictly observed. FIs that are in the lower queue, or not in the queue at all prior to November 26, 2024, shall not benefit in any way from the moratorium granted by FIs in the higher queue.
- c. In the computation of the net take home pay, the DepEd verifiers shall accommodate the pay slips with Undeducted Obligations due to loan moratorium to determine if the DepEd borrower can still obtain loans.
- d. The intention for the loan moratorium is to pause the loan payment and to correspondingly adjust the term of the loan by the corresponding number of months of moratorium granted by the FIs. There shall be no lump sum repayment of the loan after the moratorium period, neither shall there be any accruals of interests, interests on interests, surcharges, penalties, and similar other charges and fees.
- e. Financial institutions under specific associations have provided a separate mechanism for the loan moratorium for the benefit of DepEd personnel.

Copy Furnished:

- Atty. Fatima Panontongan Undersecretary and Chief of Staff
- Atty. Filemon Ray L. Javler
   Undersecretary for Legal and Legislative Affairs
- 3. Cholita F. Tlong
  OIC Director IV, Finance

## List of Areas Affected by Calamities (Typhoons)

Region Typhoon		Province	Municipality	
Region I	Julian	Ilocos Norte	Province Wide	
Region I	Kristine	Dagupan	Dagupan	
Region I	Kristine/Leon	Di	Bani	
Region I	Kristine/Leon	Pangasinan	Anda	
Region I	Leon	Dagupan	Dagupan	
Region I	Marce	Ilocos Norte	Pagudpud	
Region I	Nina	La Union	Bangar	
Region I	Nina/Pepito	Pangasinan	Bautista	
Region I	Ofel	La Union	Bangar	
Region I	Ofel	Pangasinan	Bautista	
Region I	Pepito	La Union	Bangar	
Region II	Julian	Cagayan	Province Wide	
Region II	Julian	Batanes	Province Wide	
Region II	Kristine/Leon	Isabela	Ilagan	
Region II	Kristine/Leon	Isabeia	Roxas	
Region II	Marce		Buguey	
Region II	Marce	Cagayan	Gonzaga	
Region II	Marce		Sanchez-Mira	
Region II	Marce		Aparri	
Region II	Marce		Claveria	
Region II	Nina	Quirino	Province Wide	
Region II	Nina		Santiago	
Region II	Nina		Cabagan	
Region II	Nina	Isabela	Tumauini	
Region II	Nina		San Mateo	
Region II	Nina		Ramon	
Region II	Nina	Cagayan	Baggao	
Region II	Nina	Numa Viscous	Aritao	
Region II	Nina	Nueva Vizcaya	Bambang	
Region II	Pepito	Quirino	Province Wide	
Region II	Pepito		Santiago	
Region II	Pepito		Cabagan	
Region II	Pepito	Isabela	Tumauini	
Region II	Pepito		San Mateo	
Region II	Pepito		Ramon	
Region II	Pepito	Cagayan	Baggao	

Region	Typhoon	Province	Municipality
Region II	Pepito	Nueva Vizcaya	Aritao
Region II	Pepito	Nueva Vizcaya	Bambang
Region II	Ofel	Quirino	Province Wide
Region II	Ofel		Santiago
Region II	Ofel		Cabagan
Region II	Ofel	Isabela	Tumauini
Region II	Ofel		San Mateo
Region II	Ofel		Ramon
Region II	Ofel	Cagayan	Baggao
Region II	Ofel	Nueva Vizcaya	Aritao
Region II	Ofel	Nueva Vizcaya	Bambang
Region III	Nina	Aurora	Province Wide
Region III	Nina	Nueva Ecija	Licab
Region III	Ofel	Aurora	Province Wide
Region III	Ofel	Nueva Ecija	Licab
Region III	Pepito	Aurora	Province Wide
Region III	Pepito	Nueva Ecija	Licab
Region IV-A	Kristine	Cavite	Province Wide
Region IV-A	Kristine	Laguna	Province Wide
Region IV-A	Kristine	Batangas	Province Wide
Region IV-A	Kristine	Quezon	Province Wide
Region IV-A	Kristine	Rizal	Cardona
Region IV-A	Kristine	Kizai	Binangonan
Region IV-A	Leon	Cavite	Province Wide
Region IV-A	Leon	Laguna	Province Wide
Region IV-A	Leon	Batangas	Province Wide
Region IV-A	Leon	Quezon	Province Wide
Region IV-A	Leon	Pizal	Cardona
Region IV-A	Leon	Rizal	Binangonan
Region IV-B	Kristine		Puerto Galera
Region IV-B	Kristine		Naujan
Region IV-B	Kristine		Victoria
Region IV-B	Kristine	Oriental Mindoro	Pola
Region IV-B	Kristine	Oriental Williams	Socorro
Region IV-B	Kristine		Pinamalayanan
Region IV-B	Kristine		Mansalay
Region IV-B	Kristine		Bulalacao (San Pedro
Region IV-B	Kristine	Ontdoorslittedoor	Paluan
Region IV-B	Kristine	Occidental Mindoro	Looc

Region	Typhoon	Province	Municipality	
Region IV-8	Leon		Puerto Galera	
Region IV-8	Leon	1	Naujan	
Region IV-8	Leon	1	Victoria	
Region IV-8	Leon	Detect of Mindows	Pola	
Region IV-8	Leon	Oriental Mindoro	Socorro	
Region IV-8	Leon	1	Pinamalayanan	
Region IV-8	Leon	1	Mansalay	
Region IV-8	Leon		Bulalacao (San Pedro	
Region IV-B	Leon	Occidental Mindoro	Paluan	
Region IV-8	Leon	Occidental Mindoro	Looc	
Region V	Kristine	Albay	Province Wide	
Region V	Kristine	Camarines Sur	Province Wide	
Region V	Kristine	Catanduanes	Province Wide	
Region V	Kristine	<b>Camarines Norte</b>	Province Wide	
Region V	Kristine	Naga	Naga	
Region V	Kristine	Sorsogon	Province Wide	
Region V	Kristine	Markata	Cataingan	
Region V	Kristine	- Masbate	San Fernando	
Region V	Leon	Albay	Province Wide	
Region V	Leon	Camarines Sur	Province Wide	
Region V	Leon/Nina/Ofel/Pepito	Catanduanes	Province Wide	
Region V	Leon	Camarines Norte	Province Wide	
Region V	Leon	Naga	Naga	
Region V	Leon	Sorsogon	Province Wide	
Region V	Leon	Masbate	Cataingan	
Region V	Leon	Masbate	San Fernando	
Region VIII	Kristine/Leon	Samar	Calbayog	
Region VIII	Kristine/Leon	WEST OF THE SERVICE STATE STATE OF THE SERVICE STATE STATE OF THE SERVICE STATE STAT	Jipapad	
Region VIII	Kristine/Leon		Arteche	
Region VIII	Kristine/Leon	1	San Policarpo	
Region VIII	Kristine/Lean		Oras	
Region VIII	Kristine/Lean		Maslog	
Region VIII	Kristine/Leon	Eastern Samar	Dolores	
Region VIII	Kristine/Leon		Can-avid	
Region VIII	Kristine/Leon		Taft	
Region VIII	Kristine/Leon		Sulat	
Region VIII	Kristine/Leon		San Julian	
Region VIII	Kristine/Leon		Borongan	
Region VIII	Kristine/Leon	**	Maydolong	
Region XII	Kristine/Leon	Cotabato	Magpet	

Region	Typhoon	Province	Municipality	
CAR	Kristine/Leon	Ifugao	Alfonso Lista (Potia)	
CAR	Nina/Pepito/Ofel	Mountain Province	Province Wide	
CAR	Nina/Ofel/Pepito	thomas	Agulnaldo	
CAR	Nina/Ofel/Pepito	Ifugao	Astpulo	
NCR	Kristine/Leon	NCR	Quezon City	

List of Financial Institutions Granting 4-month Moratorium (1-month moratorium for all plus 3-month moratorium for those in calamity-stricken areas)

- See link for updates: <a href="https://tinyurl.com/LoanMoratoriumAnnext">https://tinyurl.com/LoanMoratoriumAnnext</a>
  - DepEd Provident Fund
  - 2. Manila Teachers' Mutual Aid System, Inc. (MTMASI)
  - 3. Philippine Public School Teachers Association, Inc. (PPSTAI)
  - 4. Rural Bank of Malolos, Inc.

# List of Financial Institutions Granting 3-month Moratorium

- > See link for updates: <a href="https://tinyurl.com/LoanMoratoriumAnnexC">https://tinyurl.com/LoanMoratoriumAnnexC</a>
  - 1. Land Bank of the Philippines
  - 2. Beneficial Life Insurance Company, Inc.
  - 3. Camar ines Sur Elementary and Secondary Teachers and Employees Association, Inc. (CASESTEAI)

## List of Financial Institutions Granting 1-month Moratorium

- See link for updates: <a href="https://tinyurl.com/LoanMoratoriumAnnexD">https://tinyurl.com/LoanMoratoriumAnnexD</a>
  - 1. Cagsawa Rural Bank, Inc.
  - Camarines Sur Teachers and Employees Multi-Purpose Cooperative (CASTEMUPCO)
  - 3. Division Teachers And Non-Teaching Multi-Purpose Cooperative
  - 4. Enrile Teachers Multi-Purpose Cooperative
  - 5. First Imperial Business Bank, Inc.
  - Iloilo National High School Faculty and Employees Multi-Purpose Cooperative
  - Innovative Bank, Inc. (A Rural Bank)
  - 8. Libacao Development Cooperative
  - Monkayo Public School Teachers, Employees and Retirees Multi-Purpose Cooperative (MPSTERMCO)
  - 10. Negros Teachers' Multi-Purpose Cooperative
  - 11. Novo Ecijano Teachers' Mutual Benefit Association, Inc. (NETMEAI)
  - 12. Pampanga High School Multi-Purpose Cooperative
  - Queson Public School Teachers and Employees Credit Cooperative (QPSTECC)
  - 14. Rang-ay Bank (A Rural Bank), Inc.
  - Romblon National High School Teachers & Employees Multi-Purpose Cooperative
  - 16. Rural Bank of Bambang (Nueva Vizcaya), Inc.

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- A Granting loan moratorium through refund
- Will collect interest
- Secretizate with concerned banks for their process for applying for refund.
- She body for variation: https://timvurt.com/LoanMoratoriumAnnexE
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     Telephane No. (02) 8900 9000 pplon 3
     Facebank obsolicitienhanksanings
     Charles Casey deployed in FB and Website can assist with general non-account related concern.
  - 3. City Savings Bunk
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    Via State (438) 73746753
    Via FS Messangan Mills illu marcines animas Anthonesis
  - 4. Cityatute Savinga Bunk
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    Email activess: dropposition of the states are one
    Michie No. 1927 1549423
    James C. Lim, Henct Henct Customer Experience
    Email activess: joint (1) states are one
    Michie No. 1917 5566733
  - First Consolidated Bank
     Mr. Joseph Laced, President
     Email address: <u>dacad@fcb.com.ph</u>
     Mosle No. (829 53) (839)
  - 6. Legaspi Savings Bank (also a Subsidiary of BPI)
    Ms. Kareen Villareal
    Email ackiness: <u>Largest villareal@insarpibank.com.ph</u> or
    cal@insarpibank.com.ph
    Telephone No.: (02) 8388 7460 for 81603 or (0283887460)
    Modele No.: (0238 5778443)
  - Malayan Savings Bank
     Customer Care Unit
     Email ackinese \_customercare/Binalty/schiol.com.ch
     Orect Line (office hours) = (02) 8815-88-78
     Trunk Line (office hours) = (02) 8841-788) loc. 183

#### Philippine Business Bank 1

Mr. Raph Kennedy Sotto.

Email address: \_nphkennedvsottoi@vahoo\_com

Medile No. - 0912 4209546

Ms. Jermiyn Santiago

Email address: santiago im@lobb.com.ph

Mobile No. - 0986 320 3527

## Producers Savings Bank

Ms. Fliginas Fernandez

Email Address: filicinas fernandez@producersbank.com.ph

Modrie No. - 0998 5984858

## 10. UCPB Savings Bank

Customer Assistance and Management Center

Email address: usb-camu diucobsavings com

Hotfine: (02) 3811-0279

Mobile No. - 0998 5919006

Website: https://www.ucobs.jvings.com

## Wealth Development Bank Corp.

Atty. Roberto D. Quizeo, President/CEO

Email address: <u>quiceo roberto/diwealthbank.com.ph</u> Mobile No. - 0917 3736803

## 12 East West Rural Bank, Inc.

24-Hour Hottine (+632) 3888-1755 / service@eastwestbanker.com (See attached for contact details)

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## EASTWEST RURAL BANK CONTACT DETAILS - LOAN PAYMENT MORATORIUM

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
	Catanduanes	Entire Province		EastWest Rural Bank - Virac Branchlite Virac Town Center, Gogon Sirangan, Virac, Catanduanes	Carol A. Sarmiento 0949842902 GASarmigoto@eastwarthanksr.com
	Sorsogon	Buton		<ul> <li>EastWest Rural Bank - Irosin Branch M.H. Del Pilar Street, Brgy. San Julian, Irosin, Sorsogon</li> </ul>	Aljean H. Galos 09985866406 AHGalos@eastwestbanker.com
				<ul> <li>EastWest Unibank - Screegen CSD Ma. Bensuat T. Dogillo Bidg., Magsaysay St., Poblacion, Sorsogon City</li> </ul>	
VII	Eastern Samar	Jipapad, Arteche, San Policarpio, Oras, Maslog, Dolores, Can- Avid, Taft, Sulot, San Julian, Borongan, Maydolong	Kristine	EastWest Rural Bank - Borongan Branch Doctora Sabate Bidg., Real St., Bigy. Songco, Borongan City, Eastern Samar, 6800	Alberto C. Aragon Jr. 03933633752 ACAragon@eastwestbanker.com
VII	Samar	Calbayog City	Kristine	<ul> <li>EastWest Rural Bank - Calbayog Branch Corner Orquin Street &amp; Magsaysay Boulevard, Brgy. Balud, Calbayog City</li> </ul>	Cherryl R. Doinog 09199129801 CRDoinog@eastwestbanker.com
XII	Cotabato	Magpet	Kristine	<ul> <li>EastWest Rural Bank - Kabacan Branch National Road, Rizal St. Brgy. Poblacion, Kabacan, North Cotabato, 9407</li> </ul>	Alexis A. Duritag 09088162150 AADuritag@eastwestbanker.com

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
NCR	Metro Manita	Quezon City	Kristine	EastWest Rural Bank - Pasig Branch 360 Dr. Sixto Antonio Avenue, Corner Beverly Hills St., Brgy. Canlogan, Pasig City     EastWest Unibank - Quezon Ave Drive Garcia Kayumanggi Press Bidg., No. 940 Quezon Ave., near cor. Dr. Garcia St., Brgy. Paligsahan Quezon City	Arnel P. Salazar 09985853768 APSalazar@eastwestbanker.com
				<ul> <li>EastWest Unibank - Anonas Rosario Building, No. 999 Aurora Blvd., near corner Lauan and Anonas Sts., Bgy. Duyan-duyan, Project 3, Quezon City</li> </ul>	Billy Rey F. Gaito 09189198714
				<ul> <li>EastWest Unibank - Lagro Lot 2-B-6 Quirino Highway, Lagro, Novaliches, Quezon City</li> </ul>	BFGaito@eastwestbanker.com
				EastWest Unibank - Fairview     No. 72 Commonwealth Ave. corner     Camaro St., East Fairview. Quezon City	
				EastWest Unibank - North EDSA UGF units 4,5,6&7 EDSA Grand Residences, EDSA cor. Corregidor St., Ouezon City	

## List of Members of Rural Bankers Association of the Philippines (RRAP)

- > Granting loan moratorium through refund
- Will collect interest
- \* Coordinate with concerned banks for their process for applying for refund
- See link for updates: https://tinyurl.com/LoanMoratoriumAnnexit

(List to follow: see link above)

# List of Members of Salary Deduction Assurance Association, Inc.

- > Granting loan moratorium through refund
- > Will waive interest
- > Coordinate with concerned entities for their process for applying for refund
- ➤ See link for updates: <a href="https://tinyurl.com/LoanMoratoriumAnnexF">https://tinyurl.com/LoanMoratoriumAnnexF</a>

(List to follow: see link above)