



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

February 12, 2024

**DIVISION MEMORANDUM**

No. 0034, s. 2024

**LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED (FIFS)  
AS PER GENERAL APPROPRIATION ACT OF 2023**


To : Assistant Schools Division Superintendent  
Schools Division Human Resource Management Section  
Schools Division Finance Unit  
Schools Division Payroll Services Unit  
School Heads of Secondary School Implementing Unit  
All Others Concerned

1. Please be advised that effective **February 12, 2024**, the Schools Division of Panabo City shall implement the **First-In-First-Served Basis (FIFS) on all payments of loans and other financial obligations** of all employees under this Division.
2. This means payment shall be done based on the occurrence of the obligation, whichever comes first shall be prioritized to ensure compliance of the Division and all Secondary School Implementing Units on the prioritization and interpretation of Section 56 of the general Provisions under Republic Act No. 11936 or the FY 2023 General Appropriation Act (GAA).
3. Enclosed herewith are the relative issuances of the Office of the Undersecretary of Finance and Regional Office on the subject matter.

For your guidance and strict compliance.

  
**JINKY B. FIRMAN, PhD, CESO VI**

Assistant Schools Division Superintendent

Officer-In-Charge 

Office of the Schools Division Superintendent

**RELEASED**

**FEB 13 2024**

RECORDS SECTION SDO PANABO CITY



Schools Division of Panabo City  
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**DepEd Panabo:**  
**Empowering Champions in Education**  
through Journeying, Blending and Fostering commitment in  
providing quality education, MATATAG for all.







Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**Office of the Regional Director**

**REGIONAL MEMORANDUM**

AD-2024-029

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions

Subject: LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED  
(FIFS) AS PER GENERAL APPROPRIATION ACT OF 2023

Date : February 06, 2024

Herewith is Memorandum OUF-2023-0756 dated December 20, 2023, from the Office of the Undersecretary for Finance, in relation to the prioritization and interpretation of Section 56 of the General Provisions under Republic Act No. 11936 or the FY 2023 General Appropriation Act.

Schools Division Superintendents are directed to ensure compliance of all concerned personnel in the Division Office and Secondary School Implementing Units in the stipulation, specifically on the payment of loans and other financial obligations on a First-In-First-Served (FIFS) basis or according to the order in which they were incurred.

For information and strict compliance.

**ALLAN G. FARNAZO**  
Director IV

Enclosed: As stated.

ROA3/PS/ljtj

DEPARTMENT OF EDUCATION  
RECORDS SECTION  
**RELEASED**

By:   
Date: time Feb. 07, 2024  
27584





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**  
**OUF-2023-0756**

**TO :** **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOL HEADS**  
**DIRECTOR FERDINAND B. PITAGAN**  
**ALL OTHERS CONCERNED**

**ATTENTION :** *Chief, BHROD-Personnel Division*  
*Chiefs, Regional Administrative and Finance Divisions*  
*Heads, Regional Payroll Services Unit (RPSU)*  
*Heads, Schools Division Administrative Unit*  
*Heads, Schools Division Finance Unit*  
*Regional and Schools Division Human Resource Management Officers*  
*School Heads of Implementing Unit Secondary Schools (IU-SS)*  
*Information Communication and Technology Service (ICTS)*  
*Designated Agency Authorized Officers*  
*Designated DepEd Verifiers*

**FROM :** **ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff  
Officer-in-Charge, Office of the Undersecretary for Finance

**SUBJECT :** **LOAN AMORTIZATION PAYMENT ON A FIRST-IN-FIRST-SERVED (FIFS) AS PER GENERAL APPROPRIATION ACT OF 2023**

**DATE :** **DECEMBER 20, 2023**

This memorandum is being issued in relation to the prioritization and interpretation of Section 56 of the General Provisions under Republic Act (RA) No. 11936 or the FY 2023 General Appropriation Act (GAA).

The DepEd was in receipt of a copy of the DBM letter dated December 04, 2023, in response to GSIS position on the interpretation of afore-mentioned provision.

Consistent with the DepEd Legal Opinion (herein attached as Annex A), the DBM stated that "the term 'contributions' as used in the second paragraph of the Section 56 of the FY 2023 General Provisions cannot be deemed to include loan payments, as averred by the GSIS. The contributions contemplated therein are the amounts due to the PhilHealth, GSIS and HDMF by an individual for being a member of a program of these government financial institutions. In particular, the contribution to GSIS is the amount payable to the GSIS by the member and the employer in accordance with Section 5 of RA No. 8291. Moreover, Section 6 thereof mandates that the remittance by the employer of the contributions to the GSIS shall take



priority over and above the payment of any and all obligations, except salaries and wages of its employees.

After satisfying, however, the obligations to the BIR and contributions to PhilHealth, GSIS and HDMF, the payment of loans and other financial obligations shall be satisfied in the order in which they were incurred".

Further, the DBM also stated that the guidelines to be issued by the DepEd for this purpose must conform with Section 56 of the FY 2023 General Provisions.

In view of the foregoing, all concerned personnel (payroll processors, Agency Authorized Officers [AAOs], Human Resource Management Officers [HRMOs], Pag-IBIG endorers, and Verifiers) are advised to strictly follow Section 56 of the General Provisions of the FY 2023 GAA. In other words, loans, and other financial obligations due to GSIS, HDMF, or PLIs accredited with the Department's APDS shall be paid on a First-In-First-Served (FIFS) basis or according to the order in which they were incurred.

If corresponding adjustments to DepEd's payroll program reflecting such changes are necessary, the heads of RPSU shall coordinate with our Information Communication and Technology Service (ICTS).

The heads of RPSUs are also reminded to ensure that financial obligations to be incorporated into the payroll program are within the Net Take Home Pay (NTHP) of DepEd personnel. Billings from accredited entities shall not be incorporated under APDS unless processed through the verification process. Finally, they are reminded that verification and assessment made by the AAOs, Verifiers, and loan endorers shall be non-discretionary.

For strict compliance.

Thank you.