



Republic of the Philippines
Department of Education
REGION XI

SCHOOLS DIVISION OF DAVAO ORIENTAL

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
OSDS-2025-003

To : Public Schools District Supervisor
Public Elementary and Secondary School Heads
Division Office Personnel
All Others Concerned

Subject: **DISSEMINATION AND IMPLEMENTATION OF THE ONE-MONTH
LOAN MORATORIUM GUIDELINES**

Date : January 6, 2025

In reference to the unnumbered memorandum dated December 19, 2024, issued by the Office of the Secretary for Finance, and the subsequent dissemination from the Regional Office of Davao City under Regional Memorandum No. AD-2024-231 dated December 26, 2024, this Division Office hereby reiterates and directs the strict compliance and implementation of the one-month loan moratorium effective immediately.

The moratorium guidelines, as outlined in the attached document, specify the financial institutions granting the one-month loan moratorium and those granting it through refunds with interest collection. These institutions are listed in detail in the attachment.

Additional Financial Institutions from Annex B Granting 1-Month Loan Moratorium:

1. DepEd Provident Fund
2. Manila Teachers' Mutual Aid System, Inc. (MTMASI)
3. Philippine Public School Teachers Association, Inc. (PPSTAI)

Please be informed that the loan moratorium is effective **for the month of January 2025 only**.

All concerned are hereby directed to carefully review and strictly adhere to the provisions stated in the attached document.

Immediate dissemination of this memorandum to all concerned is expected.

DEPED SDO-DAVAO ORIENTAL
RECORDS SECTION
RELEASED
01/06/25
MICROSE T. DIANSAY, LPT
ADMINISTRATIVE OFFICER-IV


DR. JOSEPHINE L. FADUL
Schools Division Superintendent



Address: Government Center, Dahican, Mati City, Davao Oriental
Telephone Number: (087) 388-3372
Email Address: davao.oriental@deped.gov.ph


ISO 9001:2015
CERTIFIED





Republic of the Philippines
Department of Education
 DAVAO REGION

December 26, 2024

REGIONAL MEMORANDUM
 AD-2024-231

DISSEMINATION OF GUIDELINES ON THE IMPLEMENTATION
 OF LOAN MORATORIUM

To: Assistant Regional Director
 Schools Division Superintendents
 Chief Administrative Officers – AD and FD


- Herewith is unnumbered memorandum dated December 19, 2024 from Annalyn M. Sevilla and Atty. Edson Byron K. Sy, Undersecretary and Assistant Secretary for Finance, relative to the procedures and considerations for the implementation of the loan moratorium.
- The following Financial Institutions (FI) granting one (1) month loan moratorium are:

GRANTING 1 MONTH LOAN MORATORIUM	GRANTING 1 MONTH LOAN MORATORIUM THROUGH REFUND BUT WILL COLLECT INTEREST
a. Cagsawa Rural Bank, Inc	a. 1 ST Valley Bank, Inc.
b. Negros Teachers' Multi-Purpose Cooperative	b. China Bank Savings
c. Novo Ecijano Teachers' Mutual Benefit Association, Inc (NETMBAI)	c. City Savings Bank
d. Pampanga High School Multi-Purpose Coop.	d. Citystate Savings Bank
e. Quezon Public School Teachers and Employees Credit Cooperative (QPSTECC)	e. First Consolidated Bank
f. Rang-ay Bank (A Rural Bank), Inc	f. Legazpi Savings Bank
g. Romblon National High School Teachers & Employees Multi-Purpose Cooperative	g. Malayan Savings Bank
h. Rural Bank of Bambang (Nueva Vizcaya), Inc	h. Philippine Business Bank
i. Camarines Sur Teachers and Employees Multi-Purpose Cooperative (CASTEMUPCO)	i. Producers Savings Bank
j. Division Teachers and Non-Teaching Multi-Purpose Cooperative	j. UCPB Savings Bank
k. Enrile Teachers Multi-Purpose Cooperative	k. Wealth Development Bank Corp.
l. First Imperial Business Bank, Inc	l. East West Rural Bank, Inc.
m. Iloilo National High School Faculty and Employees Multi-Purpose Cooperative	m. BDO NETWORK BANK
n. Innovative Bank, Inc (A Rural Bank)	
o. Libacao Development Cooperative	
p. Monkayo Public School Teachers, Employees and Retirees Multi-Purpose Cooperative (MPSTERMCO)	



Republic of the Philippines
Department of Education
DAVAO REGION

3. For information and dissemination.


REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director

Encl.: As stated

ROA6/PS/jlj



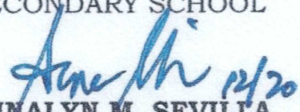
Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR FINANCE

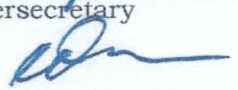
MEMORANDUM

December 19, 2024

FOR : **REGIONAL DIRECTORS**
DIRECTOR, BUREAU OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT (BHROD)
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 :  **ANNALYN M. SEVILLA**
Undersecretary


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.



Address: 2F Rizal Bldg., DepEd Complex Meralco Avenue, Pasig City
Telephone Nos.: (02) 8633-9342 TeleFax No: (02) 8638-3703
Email Address: usec.financebpm@deped.gov.ph

1. Moratorium Coverage

- a. DepEd borrowers shall be provided with one (1) month moratorium [for all DepEd personnel]; and/or three (3) month moratorium on loan payments [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.
- d. 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:

1. **Atty. Fatima Panontongan**
Undersecretary and Chief of Staff
2. **Atty. Filemon Ray L. Javier**
Undersecretary for Legal and Legislative Affairs
3. **Cholita F. Tiong**
OIC - Director IV, Finance

ANNEX B

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: <https://tinyurl.com/LoanMoratoriumAnnexB>

1. 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: <https://tinyurl.com/LoanMoratoriumAnnexC>

1. Land Bank of the Philippines
2. Beneficial Life Insurance Company, Inc.
3. Camarines Sur Elementary and Secondary Teachers and Employees Association, Inc. (CASESTEAI)

List of Financial Institutions Granting 1-month Moratorium

➤ See link for updates: <https://tinyurl.com/LoanMoratoriumAnnexD>

1. Cagsawa Rural Bank, Inc.
2. 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.
6. Iloilo National High School Faculty and Employees Multi-Purpose Cooperative
7. Innovative Bank, Inc. (A Rural Bank)
8. Libacao Development Cooperative
9. 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. (NETMBAI)
12. Pampanga High School Multi-Purpose Cooperative
13. Quezon Public School Teachers and Employees Credit Cooperative (QPSTECC)
14. Rang-ay Bank (A Rural Bank), Inc.
15. Romblon National High School Teachers & Employees Multi-Purpose Cooperative
16. Rural Bank of Bambang (Nueva Vizcaya), Inc.

List of Members of Chamber of Thrift Banks (CTB)

- 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/LoanMoratoriumAnnexE>

1. **1st Valley Bank, Inc.,**
Mr. Jubal Yap Yu
Email address: jyu@1vb.com.ph
Mobile No. 0917 814 3331
2. **China Bank Savings**
Email address: customerservice.cbs@chinabank.ph
Telephone No. (02) - 8988 9555 option 3
Facebook: cbschinabanksavings
Chatbot: Casey deployed in FB and Website can assist with general, non-account related concern
3. **City Savings Bank**
Email address: simpleisgood@citysavings.com.ph
Via SMS: +639178746753
Via FB Messenger: <https://m.me/citysavingsbankofficial>
4. **Citystate Savings Bank**
Dennis V. Mancilla – Head, APDS Loans
Email address: dvmancilla@citystatesavings.com
Mobile No. – 0927 1548423
Janice C. Lim, Head – Head, Customer Experience
Email address: jclim@citystatesavings.com
Mobile No. – 0917 5888788
5. **First Consolidated Bank**
Mr. Joseph Lacea, President
Email address: jlacea@fcb.com.ph
Mobile No. - 0928 520 6899
6. **Legazpi Savings Bank (also a Subsidiary of BPI)**
Ms. Kareen Villareal
Email address: kareen.villareal@legazpibank.com.ph or c3@legazpibank.com.ph
Telephone No. - (02) 8396 7460 loc 81003 or 0283967460
Mobile No. - 0925 5779643
7. **Malayan Savings Bank**
Customer Care Unit
Email address: customercare@malayabank.com.ph
Direct Line (office hours) – (02) 8815-98-76
Trunk Line (office hours) – (02) 8841-7800 loc. 153

8. **Philippine Business Bank**
Mr. Raph Kennedy Sotto
Email address: raphkennedysotto@yahoo.com
Mobile No. - 0912 4209546

Ms. Jennilyn Santiago
Email address: santiago_im@pbb.com.ph
Mobile No. - 0966 820 8527
9. **Producers Savings Bank**
Ms. Filipinas Fernandez
Email Address: filipinas.fernandez@producersbank.com.ph
Mobile No. - 0998 5964856
10. **UCPB Savings Bank**
Customer Assistance and Management Center
Email address: usb-camu@ucpbsavings.com
Hotline: (02) 8811-0278
Mobile No. - 0998 5919006
Website: <https://www.ucpbsavings.com>
11. **Wealth Development Bank Corp.**
Atty. Roberto D. Quizeo, President/CEO
Email address: quizeo.roberto@wealthbank.com.ph
Mobile No. - 0917 8736803
12. **East West Rural Bank, Inc.**
24-Hour Hotline (+632) 8888-1755 / service@eastwestbanker.com
(See attached for contact details)

EASTWEST RURAL BANK CONTACT DETAILS – LOAN PAYMENT MORATORIUM

Customer Service 24-Hour Hotline at (+632) 8888-1755 or email us at service@eastwestbanker.com

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
I	Cagayan Valley	Entire Province	Julian	EastWest Rural Bank - Tuguegarao Branch Don Domingo Street, Brgy. Centro 11, Tuguegarao City, Cagayan Valley, 3500	Julius S. Baingan 09985866417 JSBaingan@eastwestbanker.com
I	Pangasinan	Dagupan City	Kristine	EastWest Rural Bank -Dagupan Branch Units L1L & L1M, Ground Floor, Eastgate Plaza Bldg., A.B. Fernandez East Avenue, Brgy. Mayombo, Dagupan City, Pangasinan	Martin M. Valcorza 09989663765 MMValcorza@eastwestbanker.com
IV-A	Cavite	Entire Province	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank -Dasmariñas Branch Lot-4, Aguinaldo Highway, Brgy. Salitran, Dasmariñas City, Cavite, 4114 EastWest UniBank -Naic Branch Corner Ibayo, Silangan, Naic Cavite 	Sheinna C. Villaruel 09988437527 SCVillaruel@eastwestbanker.com
IV-A	Quezon	Tagkawayan, Mulanay, Gen. Luna	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Gumaca Branch MAJT Bldg., Brgy. Pipisik, Gumaca, Quezon, 4307 EastWest Rural Bank - Infanta Branchlite A/1 Aberon's Inn, Prk. Rosal Comon, Infanta, Quezon Province, 4336 EastWest Rural Bank - Lucena Branch Land Co Bldg., ML Tagarao St., Brgy. 3, Lucena City, Quezon, 4301 	John Perlord L. Arenal 09985866418 JLArenal@eastwestbanker.com Beatrice A. Rabano 09399389783 BARabano@eastwestbanker.com Mark Anthony O. Aldobe 09989722159 MOAldobe@eastwestbanker.com
IV-A	Laguna	Sta. Cruz, San Pedro City, Victoria	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Sta Rosa Branch Hernandez Building, National Road, Brgy. Macablang, Sta. Rosa City, Laguna EastWest Unibank - San Pablo Branch 	Christian Darlson R. Jaca 09989663749 CRJaca@eastwestbanker.com Reinier Ryan M. Flores

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
				9022 J. P. Rizal Avenue, San Pablo City, Laguna <ul style="list-style-type: none"> EastWest Unibank -Sta Cruz Branch #129 P. Guevara Ave. , Poblacion 2 , Sta Cruz, Laguna EastWest Unibank -Calamba Branch 1425 National Road, Brgy. Uno Crossing, Calamba City, Laguna 	09989663760 RMFlores@eastwestbanker.com Reinier Ryan M. Flores 09989663760 RMFlores@eastwestbanker.com Christian Darlson R. Jaca 09989663749 CRJaca@eastwestbanker.com
v	Albay	Entire Province	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank – Legazpi Branch Door 2 & 3 Bicol Wei Due Fraternity Bldg. Quezon Ave. Oro Site, Legazpi City, Albay EastWest Unibank - Tabaco Branch 9P5J+745, Gen. Antonio Luna St, Tabaco City, Albay 	Charlene G. Ete 09989729917 CGEte@eastwestbanker.com Mar Joshua A. Tirao 09989663753 MATirao@eastwestbanker.com
	Camarines Norte	Entire Province		<ul style="list-style-type: none"> EastWest Rural Bank - Daet Branch Blk. 8, Lot-11, FMDC Bldg., Central Plaza Complex, Brgy., Lag-on, Daet, Camarines Norte 	Bryan Tony T. Paredes 09088162158 BTparedes@eastwestbanker.com
	Camarines Sur	Entire Province		<ul style="list-style-type: none"> EastWest Rural Bank - Naga Branch Door 48 & 49 Crescini Bldg. CBD 2 Triangulo, Naga City, Camarines Sur, 4400 EastWest Rural Bank - Iriga Branchlite Cheema Bldg., Alfelor St., San Roque (Poblacion), Iriga City, Camarines Sur, Bicol Region 	Maximo R. Del Rio 09088162159 MRDelRio@eastwestbanker.com

EASTWEST RURAL BANK CONTACT DETAILS – LOAN PAYMENT MORATORIUM

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
	Catanduanes	Entire Province		<ul style="list-style-type: none"> EastWest Rural Bank - Virac Branchite Virac Town Center, Gogon Sirangan, Virac, Catanduanes 	<p>Carol A. Sarmiento 09498642902 CASarmiento@eastwestbanker.com</p>
	Sorsogon	Bulan		<ul style="list-style-type: none"> EastWest Rural Bank - Irosin Branch M.H. Del Pilar Street, Brgy. San Julian, Irosin, Sorsogon EastWest Unibank - Sorsogon CSD Ma. Bensuat T. Dogillo Bldg., Magsaysay St., Poblacion, Sorsogon City 	<p>Aljean H. Galos 09985866406 AHGalos@eastwestbanker.com</p>
VII	Eastern Samar	Jipapad, Arteche, San Policarpo, Oras, Mastog, Dolores, Can-Avid, Taft, Sulat, San Julian, Borongan, Maydolong	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Borongan Branch Doctora Sabate Bldg., Real St., Brgy. Songco, Borongan City, Eastern Samar, 6800 	<p>Alberto C. Aragon Jr. 09989663752 ACAragon@eastwestbanker.com</p>
VII	Samar	Calbayog City	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Calbayog Branch Corner Orquin Street & Magsaysay Boulevard, Brgy. Balud, Calbayog City 	<p>Cherryll R. Doinog 09199129801 CRDoinog@eastwestbanker.com</p>
XII	Cotabato	Magpet	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Kabacan Branch National Road, Rizal St. Brgy. Poblacion, Kabacan, North Cotabato, 9407 	<p>Alexis A. Durilag 09088162150 AADurilag@eastwestbanker.com</p>

Region	Province	City/Municipality	Calamity	Servicing Office	Contact Details
NCR	Metro Manila	Quezon City	Kristine	<ul style="list-style-type: none"> EastWest Rural Bank - Pasig Branch 360 Dr. Sixto Antonio Avenue, Corner Beverly Hills St., Brgy. Caniogan, Pasig City EastWest Unibank - Quezon Ave Drive Garcia Kayumanggi Press Bldg., No. 940 Quezon Ave., near cor. Dr. Garcia St., Brgy. Paligshan Quezon City EastWest Unibank - Anonas Rosario Building, No. 999 Aurora Blvd., near corner Lauan and Anonas Sts., Bgy. Duyan-duyan, Project 3, Quezon City EastWest Unibank - Lagro Lot 2-B-6 Quirino Highway, Lagro, Novaliches, Quezon City 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., Quezon City 	<p>Arnel P. Salazar 09985853768 APSalazar@eastwestbanker.com</p> <p>Billy Rey F. Gaito 09189198714 BFGaito@eastwestbanker.com</p>

List of Members of Rural Bankers Association of the Philippines (RBAP)

- 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/LoanMoratoriumAnnexE>

(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: <https://tinyurl.com/LoanMoratoriumAnnexF>

(List to follow: see link above)