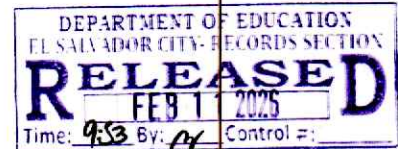




Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



January 30, 2026

DIVISION MEMORANDUM
 NO. 036, s. 2026

RECONSTITUTION OF PROVIDENT FUND BOARD SECRETARIAT OF EL SALVADOR CITY DIVISION

To: All SDO Finance Personnel
 All Others Concerned

- Pursuant to Division Memorandum No. 064, s. 2025, entitled '**Reconstituting the Division Provident Fund Board Secretariat**', of the Division of El Salvador City, the Office hereby updates the Provident Fund Secretariat effective **February 1, 2026**. Below are the Provident Fund Secretariat members and Chairperson, with their respective functions indicated opposite their names, but not limited thereto.

Position	Name	Function/s
Chairperson	RANDOLPH B. TORTOLA Schools Division Superintendent	Approves loan applications and payments based on eligibility and fund availability
Head, PF Secretariat	JEFFREY M. MARTINEZ Administrative Officer V	Provides Supervision over the operations of the Secretariat; reviews PF applications; verifies no administrative cases; and recommends approval
Member	MARICEL B. JANGAO, CPA Accountant III	Provides information and technical assistance to ensure that the utilization and disbursement of funds are maximized and compliant with government accounting rules and regulations; signs Provident Fund Financial Statements and Reports, Division Clearance and Disbursement Vouchers
Member	REMY JANE M. MARKINEZ Administrative Assistant III-Admin	Receives and processes loan applications; checks complete attachments; verifies the eligibility of the



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		borrower and co-maker; prepares payroll and Disbursement Vouchers; and other related functions as needed by the PF Board
Member	JENILYN A. MAGNAONG Administrative Assistant III- Accounting	Provides financial data required, maintains book of accounts of Provident Fund, updates ledgers, prepares financial statements and status reports; and perform other task related functions as needed by the PF Board

2. The Division Provident Fund Board Secretariat is tasked mainly to administer the operations of the fund, process provident fund loan applications as well as maintain records and documentation.
3. This Division Memorandum adheres with the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. For information, guidance, and strict compliance.

RANDOLPH B. TORTOLA
 Schools Division Superintendent

ATCH.:

Reference:

To be indicated in the Perpetual Index under the following subjects:

PROVIDENT FUND SECRETARIAT 2026

RE: RECONSTITUTION OF PROVIDENT FUND BOARD SECRETARIAT OF EL SALVADOR CITY DIVISION

ACCOUNTING/cda



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Effectivity	08.29.25	Page	2 of 2