



**Tanggapan ng Kalihim**  
Office of the Secretary


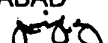
DEC 28 2004

DepED MEMORANDUM  
No. 478, s. 2004

LIFTING OF THE MORATORIUM ON THE ISSUANCE OF AUTOMATIC PAYROLL  
DEDUCTION SYSTEM (APDS) LENDING CODES EXCLUSIVE  
TO TEACHERS' COOPERATIVES

To: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Schools Division/City Superintendents  
District Supervisors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. This DepED Memorandum supersedes DepED Memorandum No. 255, s. 2003, entitled "Moratorium on the Issuance of Codes to Private Lending Institutions".
2. In line with the effort of the Department to encourage cooperativism among our teachers, and in support of DepED's commitment to protect and secure teacher's welfare and well-being, the Department announces the reopening on the issuance of lending codes exclusive to legitimate and Cooperative Development Authority (CDA) registered teachers' cooperatives.
3. The lifting of the moratorium is solely for the benefit of teacher cooperatives (pursuant to DECS Order No. 55, s. 1996) to give these organizations access to the automatic payroll deduction system (APDS) facility, provided, however, that criteria for accreditation to APDS are met. Enclosed is the checklist of documents required for review under the accreditation process to the Department's APDS.
4. The extent of the cooperative's operation shall be the indicator for their area of coverage but is limited to the region where their main office is located.
5. Teacher cooperatives wishing to be accredited with the Department's APDS must be registered in good standing with the CDA and must include lending operations for teachers among its primary functions. Lending, however, limited only to teachers-members.
6. The moratorium on the issuance of codes is still in force for all other private lending institutions other than teachers' cooperatives.
7. Immediate and wide dissemination of this Memorandum is desired.

  
FLORENCIO B. ABAD  
Secretary 

Encl.: As stated

References: DECS Order: (No. 55, s. 1996)  
DepED Memorandum: (No. 255, s. 2003)  
Allotment: 1—(D.O. 50-97)

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

COOPERATIVES

TEACHERS

SALARIES

Dm-moratorium  
Lilan/maricarcompt.  
No.v.30,2004

**Department of Education**  
**AUTOMATIC PAYROLL DEDUCTION SYSTEM**  
**ACCREDITATION / REACCREDITATION OF PRIVATE LENDING INSTITUTIONS**

Name of Company : \_\_\_\_\_  
Name of Contact Person : \_\_\_\_\_  
Contact Number : \_\_\_\_\_

NEW  
 OLD  
Deduction Codes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST OF DOCUMENTS**

- BSP Certificate (For Teachers Cooperative Banks)
- CDA Certificate (For Cooperatives)
- Articles of Incorporation/ Cooperation
  - Amendments, if any
- By-Laws
  - Amendments, if any
- Curriculum vitae/bio-data of each corporate directors and officers, including percent shares owned in the company
- Addresses of field offices with contact information of managers
- Interest rate information (including manner of computation)
- Other charges computation
- Truth in Lending Statement
- Audited Financial Statement for FY 2002 & 2003
- Copy of Income Tax Return for FY 2003 (filed FY 2004)
- Promissory Notes together with the Authorization to Deduct & Irrevocable Allotment of Pay (for current lenders)
- Certified true copy of Previous Approval of Deduction Code assignment/s, if any