



DepEd – DIVISION OF QUEZON


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Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: All Elementary and Secondary Non-Implementing Units, PSDS, and all Concerned

FROM: 
MERTHEL M. EVARDOME, CESO VI
Schools Division Superintendent

SUBJECT: Status of Compliance of Newly Hired, Newly Promoted (Cut Salary) and Transferred DepEd Personnel to submit the required documents

DATE : December 10, 2018

This pertains to the Home Development Mutual Fund (HDMF) Circular No. 275 entitled Implementing Guidelines on Employer Registration, Contribution, and Remittance under RA 9679 which states that, to wit:

E. no.4 Employer shall remit the required monthly employer and employee contributions to the nearest Pag-IBIG branch or its authorized collecting banks, together with the duly accomplished Membership Contribution Remittance Form (MCRF), in accordance with the following remittance schedule:

| First Letter of Employer's Name | Due Date |
|---------------------------------|--|
| A to D | 10 th to 14 th day of the month following the period covered |
| E to L | 15 th to 19 th day of the month following the period covered |
| M to Q | 20 th to 24 th day of the month following the period covered |
| R to Z, Numeral | 25 th to the end of the month following the period covered |

Moreover, it is also clearly stated in the said Circular that failure or refusal of the employer to pay or to remit the contributions herein prescribed shall not prejudice the right of the covered member to the benefits under the Fund. Such employer shall be charged a penalty equivalent to **1/10 of 1% per day of delay** of the amount due starting on the first day immediately following the due date until the date of full settlement.

In lieu of this, some of the newly hired, newly promoted (cut salary) and transferred DepEd Personnel did not comply on the given time on submission of the required documents for integration which cause the delay and late submission of remittance.

As a result, the penalty incurred will be shouldered by those personnel who will not comply on the assigned schedule of submission.

For guidance and compliance.

Admncv12/10/2018

DEPEDQUEZON-TM-SDS-04-010-001

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