



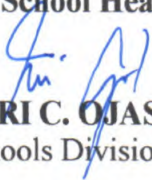
Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA-2023- 322

TO : **SGOD Chief**
All PSDS/District In-Charge
All School Heads

FROM:  **NERI C. OJASTRO, EdD, CESE**
Schools Division Superintendent

SUBJECT : **ENDORSEMENT OF SUN LIFE OF CANADA (PHILIPPINES), INC.**

DATE : May 11, 2023

1. This is to inform you that this office interposes no objection on the request letter of **Sun Life of Canada (Philippines), Inc.** to allow them to conduct a **Financial Wellness Caravan** with your employees, both teaching and non-teaching staff. A separate letter regarding the activities will be sent to you.
2. Thus, I am formally endorsing **Sun Life of Canada (Philippines), Inc.** to conduct their activities provided that:
 - Courtesy calls will be made to the Public School District Supervisors;
 - There will be no disruption of classes and other school activities;
 - Engagement of employees to the said activities will be upon the discretion of the school head.
3. Please do give them a warm welcome. Thank you!

RBP/JPP

11 MAY 2023

1 March 2023

MR. SENEN PRISCILLO P. PAULIN

Schools Division Superintendent

Province of Negros Oriental

Capitol Area, Dumaguete City



Dear **Mr. Paulin**,

Bright day!

It is with great honor and excitement that we formally inform you that **Sun Life of Canada (Philippines), Inc.** is now accredited under the Department of Education's Automatic Payroll Deduction System or **APDS Program**.

In line with this, we would like to request your good office that our team be allowed to conduct a **Financial Wellness Caravan** with your employees, both teaching and non-teaching staff, at **Schools Division of Negros Oriental** on a date/s that we can agree on. We believe that this caravan will be a great way for us to spread our advocacy of helping Filipinos achieve lifetime financial security and live healthier lives, as well as a way of supporting the *Financial Education Policy* as mandated under the DepEd Order No. 022 s. 2021.

The following are the different activities that we can conduct during the caravan. You may choose one or a combination of any or all of the following activities:

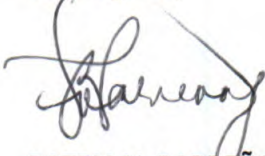
- Financial Wellness Forum** – school-wide 2-hour wellness forum
- Financial Wellness Pocket Sessions** – ideal for a more focused group session with around 20-30pax / session
- Sun Life Booth Manning / Flyering** – ideal to be done in conjunction with either the financial wellness forum or pocket sessions; alternatively, this can be done as a stand-alone week-long activity where employees can freely approach the booth for consultations and inquiries of availing Sun Life's products.

We are confident that we can be of help. With our 126-year history as the pioneer of life insurance in the Philippines and being the No. 1 life insurance company in the country, we have the stability and expertise to be your employees' lifetime partner to a brighter future. It would be our honor to guide them in this journey.

We are hoping for your approval on our request and look forward to hearing from you soon on the best time that we can conduct the caravan and the types of activities you prefer.

Should you wish to discuss this further, I will be happy to attend to your queries.

Best regards,



PATRIA V. PARREÑAS

Licensed Financial Advisor

Sun Life of Canada (Philippines) Inc.

Authorized by the Insurance Commission to act as an Insurance Agent

Authorized by the Securities and Exchange Commission to act as Certified Investment Solicitor

+639178328489

patria.v.parrenas@sunlife.com.ph



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

December 28, 2022

CANDY S. ESTEBAN

Chief Financial Officer
Sun Life of Canada (Philippines), Inc. (SLCPI)
2nd Floor Sun Life Centre
5th Avenue Corner Rizal Drive
Bonifacio Global City, Taguig City

Dear **Ms. Esteban:**

Greetings from the Department of Education (DepEd)!

This refers to your requests for SLCPI's authority to utilize the Automatic Payroll Deduction System (APDS) facility for its insurance business to DepEd personnel under **APDS Code 2047**, in view of the SLCPI's offices in the following provinces:

Province/ Region	Address	Contact Person/s	Contact Numbers and E-mail Address/es
1. Negros Oriental, Region VII	Room 201 EBT Bldg., Rizal Boulevard, Dumaguete City	Rizalie Tinio, Manager	<ul style="list-style-type: none">• (035) 422-5879• rizalie.tinio@sunlife.com
2. Agusan Del Norte, Region XIII	2/F Samping Avenue Bldg., JC Aquino Avenue, Butuan City	<ul style="list-style-type: none">• Evangeline Tutor, Branch Manager• Ronalyn Gaid, Financial Advisor• Jessa Rojas, Staff• Anna Geil Plaza, Staff	<ul style="list-style-type: none">• (085) 817-6843• (085) 803-0007• Evangeline.Tutor@sunlife.com• RonaGloyna.Gaid@sunlife.com

Item 9.2 of the Terms and Conditions of the APDS Accreditation (TCAA), which you have executed on behalf of SLCPI, states that *"The Accredited Entity shall limit its operation to provinces/regions where it has office/s or affiliates companies. The office shall employ a full-time manager or authorized personnel, and staff who shall **maintain the complete records/documents, accept payments, issue SOA, OR, and CFP, and attend to other transactions and any queries/complaints of DepEd personnel.** Annex "G", which forms an integral part of this TCAA, contains the provinces/region/s, including the location of its offices (main and branches) and affiliate companies, if any, where the Accredited Entity is authorized to operate."* In addition, Item 10.1.7 of the TCAA requires that the offices per province listed in Annex G thereof, wherein the addresses, official contact numbers, and names of the managers and contact persons per office are listed, must be validated by DepEd.

Considering that SLCPI has met the requirements for the existence of offices in the **Provinces of Negros Oriental and Agusan del Norte**, based on the Validation Reports submitted by the DepEd Regions VII and XIII APDS Task Forces, the herein requests are hereby **approved**. It is understood that the aforesaid offices shall also abide by all the provisions in the TCAA. This approval shall be an **addendum to Annex G of SLCPI's TCAA**.

In accordance with DepEd Order No. 20, s. 2021, the amount of the insurance premium to be integrated into the payroll of DepEd personnel should be assessed by the DepEd Verifiers prior to its approval by the accredited company. In relation to this, the lists of e-mail addresses of the corresponding DepEd Verifiers in the **Provinces of Negros Oriental and Agusan del Norte** are hereto attached for your reference. For implementing unit secondary schools within the said provinces, SLCPI may only begin offering insurance upon the designation of DepEd Verifiers and the creation of their corresponding e-mail addresses, of which you will be informed.

Thank you.

Sincerely yours,

MARFOMER 1/3

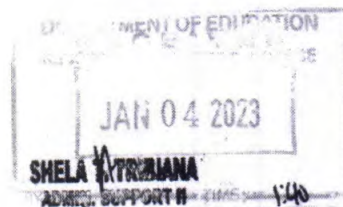
ATTY. OMAR ALEXANDER V. ROMERO

Assistant Secretary for Finance

Officer-In-Charge, Office of the Undersecretary for Finance

Copy Furnished:

*Regional Directors, Chiefs of Finance and Administrative Divisions, and
Heads of Regional Payroll Services Unit, DepEd Regions VII and XIII*



DEPARTMENT OF EDUCATION
Employee Account Management Division
Automatic Payroll Deduction System

List of Verifiers

Region	Province/Division/Implementing Unit	Verifier
06 - Western Visayas		
Negros Occidental		
	Schools Division of Bacolod City	verifier.r6.ealfaras@deped.gov.ph
	Schools Division of Bacolod City	verifier.r6.mvillanueva@deped.gov.ph
	Schools Division of Bago City	verifier.r6.gguevarra@deped.gov.ph
	Schools Division of Bago City	verifier.r6.mguevarra@deped.gov.ph
	Schools Division of Cadiz City	verifier.r6.acayapado@deped.gov.ph
	Schools Division of Cadiz City	verifier.r6.mmarcella@deped.gov.ph
	Schools Division of Escalante City	verifier.r6.ppellotas@deped.gov.ph
	Schools Division of Escalante City	verifier.r6.kcinco@deped.gov.ph
	Schools Division of Kabankalan City	verifier.r6.amagdaet@deped.gov.ph
	Schools Division of Kabankalan City	verifier.r6.dlopez@deped.gov.ph
	Schools Division of La Carlota City	verifier.r6.ngrijaldo@deped.gov.ph
	Schools Division of La Carlota City	verifier.r6.mpolicarpio@deped.gov.ph
	Schools Division of Negros Occidental	verifier.r6.ranasarias@deped.gov.ph
	Schools Division of Negros Occidental	verifier.r6.mpalma@deped.gov.ph
	Schools Division of Sagay City	verifier.r6.nabadon@deped.gov.ph
	Schools Division of Sagay City	verifier.r6.dsoberano@deped.gov.ph
	Schools Division of San Carlos City	verifier.r6.mlargo@deped.gov.ph
	Schools Division of San Carlos City	verifier.r6.jbaguoro@deped.gov.ph
	Schools Division of Silay City	verifier.r6.asitchon@deped.gov.ph
	Schools Division of Silay City	verifier.r6.jsalgado@deped.gov.ph
	Abkasa NHS	verifier.r6.jbalbuena@deped.gov.ph
	Abkasa NHS	verifier.r6.rbasto@deped.gov.ph
	Aguisan National High School	verifier.r6.sdigal@deped.gov.ph
	Aguisan National High School	verifier.r6.ituante@deped.gov.ph
	Alangila NHS	verifier.r6.lpenepona@deped.gov.ph
	Alangila NHS	verifier.r6.rvivero@deped.gov.ph
	Andres Gumban Memorial National High School	verifier.r6.gtaganile@deped.gov.ph
	Andres Gumban Memorial National High School	verifier.r6.elibo-on@deped.gov.ph
	Andulauan National High School	verifier.r6.aelarcosa@deped.gov.ph
	Andulauan National High School	verifier.r6.gpassignahin@deped.gov.ph
	Bagonbon NHS	verifier.r6.csaguisabal@deped.gov.ph
	Bagonbon NHS	verifier.r6.ldumago@deped.gov.ph
	Bantayan NHS	verifier.r6.dcalambro@deped.gov.ph
	Bantayan NHS	verifier.r6.gbiaco@deped.gov.ph
	Bata NHS	verifier.r6.tdeleon@deped.gov.ph
	Bata NHS	verifier.r6.hsecondes@deped.gov.ph

List of Verifiers

Region	Province/Division/Implementing Unit	Verifier
	BCNHS	verifier.r6.srubrico@deped.gov.ph
	BCNHS	verifier.r6.jsubrepena@deped.gov.ph
	Biao National High School	verifier.r6.rsilva@deped.gov.ph
	Biao National High School	verifier.r6.mgerasmina@deped.gov.ph
	Binicuil NHS	verifier.r6.mejar@deped.gov.ph
	Binicuil NHS	verifier.r6.lgenereal@deped.gov.ph
	Brgy. Singcang NHS	verifier.r6.jperma@deped.gov.ph
	Brgy. Singcang NHS	verifier.r6.ebanaglorioso@deped.gov.ph
	Bug-an National High School	verifier.r6.lparreno@deped.gov.ph
	Bug-an National High School	verifier.r6.mcordova@deped.gov.ph
	Bulwanagn National High School	verifier.r6.mnalzaro@deped.gov.ph
	Bulwanagn National High School	verifier.r6.rjanoy@deped.gov.ph
	Caduhaan NHS	verifier.r6.mmesa@deped.gov.ph
	Caduhaan NHS	verifier.r6.gdalida@deped.gov.ph
	Camalanda-an National High School	verifier.r6.jsilverio@deped.gov.ph
	Camalanda-an National High School	verifier.r6.rdelacruz@deped.gov.ph
	Camansi NHS	verifier.r6.jfeliciano@deped.gov.ph
	Camansi NHS	verifier.r6.mcaceres@deped.gov.ph
	Cansilayan National High School	verifier.r6.djardeleza@deped.gov.ph
	Cansilayan National High School	verifier.r6.ijumayao@deped.gov.ph
	Catalino Soliguén National High School	verifier.r6.jclaro@deped.gov.ph
	Catalino Soliguén National High School	verifier.r6.nnarajos@deped.gov.ph
	Cauayan NHS	verifier.r6.fmillendes@deped.gov.ph
	Cauayan NHS	verifier.r6.acordova@deped.gov.ph
	D. Lacson NHS	verifier.r6.lregalado@deped.gov.ph
	D. Lacson NHS	verifier.r6.sdelosantos@deped.gov.ph
	Don Carlos Ledesma NHS	verifier.r6.fmayagma@deped.gov.ph
	Don Carlos Ledesma NHS	verifier.r6.hhermida@deped.gov.ph
	Don Hilarion G. Gonzaga Memorial High School	verifier.r6.jaungon@deped.gov.ph
	Don Hilarion G. Gonzaga Memorial High School	verifier.r6.adelacruz@deped.gov.ph
	Don Simplicio Lizares National High School	verifier.r6.cyaplito@deped.gov.ph
	Don Simplicio Lizares National High School	verifier.r6.dadera@deped.gov.ph
	Dr. Antonio Lizares Memorial High School	verifier.r6.mcana@deped.gov.ph
	Dr. Antonio Lizares Memorial High School	verifier.r6.ncuadernal@deped.gov.ph
	Dr. Vicente F. Gustilo Memorial National High School	verifier.r6.jjaropillo@deped.gov.ph
	Dr. Vicente F. Gustilo Memorial National High School	verifier.r6.mlibres@deped.gov.ph
	E. Lizares NHS	verifier.r6.lcubid@deped.gov.ph
	E. Lizares NHS	verifier.r6.rsabarillo@deped.gov.ph
	Escalante NHS	verifier.r6.egequilan@deped.gov.ph
	Escalante NHS	verifier.r6.mlumayno@deped.gov.ph
	Eusebio Lopez Memorial Integrated School	verifier.r6.jvidal@deped.gov.ph
	Eusebio Lopez Memorial Integrated School	verifier.r6.rhautea@deped.gov.ph

List of Verifiers

Region	Province/Division/Implementing Unit	Verifier
	Eva J. Montilla National High School	verifier.r6.rellanic@deped.gov.ph
	Eva J. Montilla National High School	verifier.r6.hgamosa@deped.gov.ph
	FGS NHS	verifier.r6.fjade@deped.gov.ph
	FGS NHS	verifier.r6.ccompleto@deped.gov.ph
	Florentina Cana Recto National High School	verifier.r6.mitona@deped.gov.ph
	Florentina Cana Recto National High School	verifier.r6.breyes@deped.gov.ph
	G. Villanueva NHS	verifier.r6.rgolez@deped.gov.ph
	G. Villanueva NHS	verifier.r6.mmarentes@deped.gov.ph
	Gil Montilla National High School	verifier.r6.mjoven@deped.gov.ph
	Gil Montilla National High School	verifier.r6.jbarbosa@deped.gov.ph
	Handumanan NHS	verifier.r6.fbancolo@deped.gov.ph
	Handumanan NHS	verifier.r6.jdeleon@deped.gov.ph
	Inocencio V. Ferrer Memorial School of Fisheries	verifier.r6.dpadillon@deped.gov.ph
	Inocencio V. Ferrer Memorial School of Fisheries	verifier.r6.jmorales@deped.gov.ph
	Isabela NHS	verifier.r6.pabibuag@deped.gov.ph
	Isabela NHS	verifier.r6.csorongon@deped.gov.ph
	Julio Ledesma NHS	verifier.r6.jsumilhig@deped.gov.ph
	Julio Ledesma NHS	verifier.r6.wrubis@deped.gov.ph
	L. Hervias NHS	verifier.r6.lmakilan@deped.gov.ph
	L. Hervias NHS	verifier.r6.abohol@deped.gov.ph
	L. Medel NHS	verifier.r6.rcarillo@deped.gov.ph
	L. Medel NHS	verifier.r6.latienza@deped.gov.ph
	La Castellana National High School	verifier.r6.kbatistil@deped.gov.ph
	La Castellana National High School	verifier.r6.melbanbuena@deped.gov.ph
	Labi-Labi National High School	verifier.r6.eblancaflor@deped.gov.ph
	Labi-Labi National High School	verifier.r6.fgarcia@deped.gov.ph
	Lopez Jaena National High School	verifier.r6.rchavez@deped.gov.ph
	Lopez Jaena National High School	verifier.r6.jlagtapon@deped.gov.ph
	Mabini NHS	verifier.r6.jtabelino@deped.gov.ph
	Mabini NHS	verifier.r6.rbatobalanos@deped.gov.ph
	Mansilingan NHS	verifier.r6.ebarcelo@deped.gov.ph
	Mansilingan NHS	verifier.r6.acelis@deped.gov.ph
	Murcia Memorial National High School	verifier.r6.emagno@deped.gov.ph
	Murcia Memorial National High School	verifier.r6.plobaton@deped.gov.ph
	Negros Occidental High School	verifier.r6.vdator@deped.gov.ph
	Negros Occidental High School	verifier.r6.sorongon@deped.gov.ph
	Negros Occidental National Agro-Industrial School of Home Industries	verifier.r6.lsanglap@deped.gov.ph
	Negros Occidental National Agro-Industrial School of Home Industries	verifier.r6.agallardo@deped.gov.ph
	Old Poblacion NHS	verifier.r6.msacayan@deped.gov.ph
	Old Poblacion NHS	verifier.r6.meran@deped.gov.ph
	Paglaum NHS	verifier.r6.ldepaula@deped.gov.ph
	Paglaum NHS	verifier.r6.vdingcong@deped.gov.ph

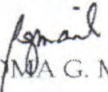
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Region	Province/Division/Implementing Unit	Verifier
	Pahilanga National High School	verifier.r6.nmondido@deped.gov.ph
	Pahilanga National High School	verifier.r6.stimola@deped.gov.ph
	Payao National High School	verifier.r6.jpadilla@deped.gov.ph
	Payao National High School	verifier.r6.abornales@deped.gov.ph
	Pontevedra National High School	verifier.r6.nvillamor@deped.gov.ph
	Pontevedra National High School	verifier.r6.esario@deped.gov.ph
	Quezon NHS	verifier.r6.hvillasor@deped.gov.ph
	Quezon NHS	verifier.r6.homecillo@deped.gov.ph
	Quirico G. Manzano Memorial National High School	verifier.r6.ngayem@deped.gov.ph
	Quirico G. Manzano Memorial National High School	verifier.r6.ahainga@deped.gov.ph
	Rafael B. Lacson Memorial High School	verifier.r6.bearnshaw@deped.gov.ph
	Rafael B. Lacson Memorial High School	verifier.r6.rbakingking@deped.gov.ph
	Ramon Torres NHS	verifier.r6.nlupasi@deped.gov.ph
	Ramon Torres NHS	verifier.r6.ffelomino@deped.gov.ph
	RT Dulao NHS	verifier.r6.rmacasa@deped.gov.ph
	RT Dulao NHS	verifier.r6.raraneta@deped.gov.ph
	RT Louisiana NHS	verifier.r6.avillar@deped.gov.ph
	RT Louisiana NHS	verifier.r6.mcauilan@deped.gov.ph
	RT Maa Sugar Central NHS	verifier.r6.zjayme@deped.gov.ph
	RT Maa Sugar Central NHS	verifier.r6.elim@deped.gov.ph
	RT Mailingin NHS	verifier.r6.pbuenaventura@deped.gov.ph
	RT Mailingin NHS	verifier.r6.rvargas@deped.gov.ph
	RT Sagasa NHS	verifier.r6.resporma@deped.gov.ph
	RT Sagasa NHS	verifier.r6.jvargas@deped.gov.ph
	RT Taloc NHS	verifier.r6.jfermil@deped.gov.ph
	RT Taloc NHS	verifier.r6.ccarmona@deped.gov.ph
	Salong NHS	verifier.r6.lolmedo@deped.gov.ph
	Salong NHS	verifier.r6.rbocol@deped.gov.ph
	San Enrique National High School	verifier.r6.abarrios@deped.gov.ph
	San Enrique National High School	verifier.r6.jangeles@deped.gov.ph
	Schools Division of Cadiz City	verifier.r6.jochavo@deped.gov.ph
	Schools Division of Sagay City	verifier.r6.sabiles@deped.gov.ph
	Sum-Ag NHS	verifier.r6.rdelosantos@deped.gov.ph
	Sum-Ag NHS	verifier.r6.jperana@deped.gov.ph
	T. Gensoli NHS	verifier.r6.esy@deped.gov.ph
	T. Gensoli NHS	verifier.r6.jdiva@deped.gov.ph
	Tabugon NHS	verifier.r6.emorado@deped.gov.ph
	Tabugon NHS	verifier.r6.kga@deped.gov.ph
	Tamlang NHS	verifier.r6.npinongan@deped.gov.ph
	Tamlang NHS	verifier.r6.joghayon@deped.gov.ph
	Tampalon NHS	verifier.r6.smanaguit@deped.gov.ph
	Tampalon NHS	verifier.r6.clibona@deped.gov.ph
	Tanza National High School	verifier.r6.elobaton@deped.gov.ph

List of Verifiers

Region	Province/Division/Implementing Unit	Verifier
	Tanza National High School	verifier.r6.spellejo@deped.gov.ph
	Tapi NHS	verifier.r6.cbravo@deped.gov.ph
	Tapi NHS	verifier.r6.nana@deped.gov.ph
	Toboso National High School	verifier.r6.kdiano@deped.gov.ph
	Toboso National High School	verifier.r6.ematulac@deped.gov.ph
	Valladolid National High School	verifier.r6.mrivera@deped.gov.ph

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ROMA G. MARIENDA
Administrative Officer II
Employee Account Management Division