



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

MLA-2020 - CASH-019

DIVISION MEMORANDUM

TO : MARIA RACHEL OMASAS, EUFE RHODA GALON, MARIA CHONA ROXAS, PROSERPINA DOROY, MA. ANTONETTE DUGANG, ELISA GEAGONIA, MARCELINO PELIN, CONCEPCION GALLENTES, MARILYN GOTI-AY, BASILIDES SEMPRON, LORELEI ANORE, MARIA FLOR GETIGAN, DIOSCORO RAMOS, CONCEPCION TUBAL, MA. DULCE ALMA LOPOS, JUANITA LAFUENTE, MAURINE CASTAÑO, RIZALINA PELIGRO, ELDIEBRANDO CORREA, CLEMENTINA GAMIL, EVANGELINE CANDA

FROM: JOSEPH IRWIN A. LAGURA, Ph.D. *Joseph*
Schools Division Superintendent

FOR THE SOS:

JOSEPH IRWIN A. LAGURA, Ph.D.
SCHOOLS DIVISION SUPERINTENDENT

DATE : FEBRUARY 06, 2020

Bluzga
BEATRIZ C. OJEDA, Ph.D.
CHIEF, SDOO

SUBJECT: OPENING OF BANK ACCOUNT

1. Pursuant to the COA-DBM-DepED Joint Circular (JC) No. 2019-1 with subject, "Management of Cash Advances to DepEd Non-Implementing Unit (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds", The School Heads of non-IUs shall be directed to open and maintain a bank account (checking) under the name of the school with the GSBs. The account opened shall be used to deposit the cash advance of the principal for the operating budget and program funds of the school.
2. The School Head shall be the signatory to the account and shall make arrangements with the Bank relative to the opening of account, maintaining balance and bank fees/transactions costs to be approved by the DepEd Authorized personnel.
3. The authority to open a bank account for each school shall be approved by the BTr upon submission of request by Deped supported with forms D1 to D3.
4. For details and further clarification, refer to Mrs. Marife C. Rallos, Division Cashier on or before the 11th day of February 2020.
5. **For immediate action and compliance.**



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