



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
**DIVISION OF CITY SCHOOLS – TAGBILARAN CITY**

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**Office of the Schools  
Division Superintendent**

MEMORANDUM  
No. 457 s. 2021

TO : School Heads, Non Implementing Units  
All Others Concerned

FROM : **JOSEPH IRWIN A. LAGURA PhD** *JIL*  
Schools Division Superintendent  
Office of the Schools Division Superintendent

SUBJECT : Preparation of Annex G per DEPED Order No. 029 s 2019

DATE : November 15, 2021

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You are reminded of the provision on Section 32.3 of DEPED Order No. 029 s. 2019 which requires the School Heads to prepare the Annex G or Authority to Debit/Credit Account and submit the same to our Government Servicing Bank which is the Development Bank of the Philippines (DBP) on or before December 20, 2021.

This will help the bank determine the exact amount of the unexpended cash advance to be transferred to the Bureau of the Treasury (BTr) after the end of the year. School Heads are directed to coordinate with DBP and update your passbook to determine which among the checks issued have not yet been negotiated or encashed.

You are further reminded that the non-submission of the Authority to Debit/Credit Account (Annex G) on or before the deadline shall subject the account to automatic sweeping, net of maintaining balance. As per Government accounting and budgeting rules and regulations, any unpaid accounts/transaction in Fiscal Year 2021 resulting from non-submission of Annex G shall not be chargeable against the appropriations of Fiscal Year 2022.

Kindly observe utmost diligence in updating records of checks issued and negotiated.

Please be guided accordingly.

For strict compliance.

JIAL/BUDGET&FINANCE/CPC/mts

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**Accounting Section**  
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