



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

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DIVISION MEMORANDUM
 NO. 299, s. 2020

DECEMBER 3, 2020

To : **All School Heads, Administrative Assistant II & III of Schools with Current Account Opened under DepEd Order No. 29, s.2019**

From : **GLORIA B. BUYA-AO**
 Schools Division Superintendent

Subject : **Cut-Off of Issuance of Checks for the Year 2020
 Submission of Authority to Debit/Credit Account (Annex G)
 to LBP Bangued Branch**

1. In compliance to DepEd Order No. 29, s. 2019 Procedural Guideline No. 32.3 which states that "Ensure the submission of Authority to Debit/Credit Account (ANNEX G) to the bank on or before December 20, 2020 to enable the bank to deposit the interest income and unexpended balances to the Bureau of Treasury", this office announces the cut-off of issuance of checks for the year 2020 on **December 15, 2020** wherein all transactions on all funds should be paid on or before this date.

2. Strict compliance on the submission of Annex G to LBP Bangued Branch on or before **December 18, 2020** since December 20, 2020 falls on a Sunday.

3. The unexpended cash advance to be transferred to BTr is computed as follows:

	Account Balance
Less:	Total Outstanding Checks
Less:	Php 500.00 Maintaining Balance _____
Equals:	Amount for Transfer to BTr Account

4. Non-submission of the Authority to Debit or Credit Account shall subject the account to **automatic sweeping, net of maintaining balance**. The School Head is expected to practice utmost diligence in preparing and submitting the Authority to Debit or Credit Account to the bank on or before the 18th of December to avoid bounced checks, for which service charges will be imposed by the bank.

5. A seminar-workshop will be conducted for all ADAS II & III on December 16, 2020 to ensure the timely submission of the said form and its documentary requirements to LBP Bangued Branch.

6. Immediate dissemination of this memorandum is highly appreciated.

GLORIA B. BUYA-AO
 Schools Division Superintendent



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