February 19, 2021

DIVISION MEMORANDUM

No. 041 s, 2021

CLOSING OF BANK ACCOUNTS

TO: Assistant Schools Division Superintendent
        School Heads, Elementary and Secondary
        All others concerned

1. In view of the opening of new school bank accounts in the form of checking account for all Non-Implementing Units, all elementary and secondary School Heads whose school MOOE is downloaded in the form of cash advance are directed to close their old bank accounts, ATM account, in their respective authorized government servicing banks (AGSB).

2. This is in compliance with item VI, paragraph 31 of DepEd Order 029, s. 2019 which states that, ***"Bank accounts of non-Implementing Units that already exist prior to the issuance of these guidelines shall be closed, in coordination with the Bureau of Treasury Regional Office as required,*** *subject to the usual accounting rules and regulations, and another bank account shall be subsequently opened in accordance with these guidelines."*

3. In this connection, you are all enjoined to coordinate with AGSB for this matter. A report of the closure of these bank accounts must be submitted to this office through the Accounting Unit for proper booking up.

4. For information, guidance and strict compliance.
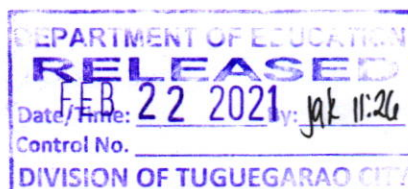
REYNANTE Z. CALIGUIRAN
Assistant Schools Division Superintendent
Officer –In- Charge
Office of the Schools Division Superintendent

Encl:
Reference: item VI, no. 31 of DepEd Order 029, s. 2019

To be indicated in the Perpetual Index
    Under the following subjects:

ACCOUNTS POLICY SCHOOL

OSDS/mac/anj

DEPARTMENT OF EDUCATION
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