



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
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November 22, 2019

Division Memorandum
No. 273, s. 2019

DIVISION ORIENTATION-WORKSHOP ON THE OPENING OF SCHOOLS' BANK ACCOUNTS

To: Public Schools District Supervisors/Officer in-Charge of the District
Head of Public Elementary, Secondary (Non-IUs) & Integrated Schools
Selected Division Office Personnel

1. Per DepEd Order No. 029 s. 2019, Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1, the Schools Division Office, through the Administrative and Accounting Section will conduct a series of Orientation-Workshop on the Opening of Accounts of Schools on December 2-3, 2019. The venue will be announced later.
2. This activity aims to orient the school heads on the procedures in opening of schools' bank accounts.
3. Participants to this activity are the heads of all Public Elementary Schools, Secondary Non-Implementing Units, Integrated Schools and ADAs assigned in every districts.
4. School heads are requested to bring the following :
 - a. 4 pcs. 1X1 ID picture of Authorized signatory
 - b. 2 pcs. Photocopy of school ID number
 - c. 2 pcs photocopy of any government issued ID
5. Enclosure No. 1 is the schedule of every district.
6. Travel and other allowable expenses of participants are chargeable against School MOOE while snacks of participants and meals of training staff will be charged against INSET funds all subject to compliance with the existing accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO, Jr., Ed.D., CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: DepEd Order No. 029, s. 2019

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

WORKSHOP

SCHOOL BANK ACCOUNT



Enclosure No. 1 to Division Memorandum No. 273, s. 2019

DISTRICTS	No. of	December 2, 2019		December 3, 2019	
	Schools	AM	PM	AM	PM
CUARTERO	20	20			
DAO	19		19		
DUMALAG	20	20			
DUMARAO	33	33			
IVISAN	15	15			
JAMINDAN	30	30			
MAAYON	32		32		
MAMBUSAO EAST	19				19
MAMBUSAO WEST	13				13
PANAY	29		29		
PANITAN	25		25		
PILAR	24				24
PONETEVEDRA	20				20
PRES ROXAS	19				19
SAPIAN	22			22	
SIGMA	22				22
TAPAZ EAST	34			34	
TAPAZ WEST	21			21	
IS	24			24	
NON-IUS	11			11	
ACCOUNTANT		1	1	1	1
ADAS		5	5	5	7
CASH		6	6	6	6
ADIV		1	1	1	1
TOTALS		131	118	125	132