



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

March 7, 2024

**DIVISION MEMORANDUM**

No. 146, s. 2024

**ONLINE REQUEST OF CERTIFICATION FOR OPENING ATM BANK  
ACCOUNT OF NEWLY HIRED PERSONNEL**

- To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Program Supervisors, SGOD & CID  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned
1. Pursuant to **Republic Act 11032** (*Ease of Doing Business and Efficient Government Service Delivery Act of 2018*) and **Republic Act 101173** (*Data Privacy Act of 2012*), this office informs the field that Online Request of Certification for Opening ATM Bank Account of Newly Hired Personnel will be available starting **March 11, 2023**.
  2. Requests shall be done by visiting the website <http://www.depedcapiz.ph> under HR management or through the Administrative Officers II or Administrative Assistants II assigned to schools.
  3. The availability of the requested document may be checked at the above website and may be claimed at the **Records Section**. The claimant must present any valid government-issued ID.
  4. In case the owner cannot claim personally the requested document, he/she may authorize a representative to claim it. The said representative should present an authorization letter, valid ID and photocopy of the owner's valid government-issued ID.
  5. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

To be indicated in the Perpetual Index  
Under the following subjects

ARTA

DATA

PERSONNEL

TEACHER



osds/admin



Address: Banica, Roxas City, 5800  
Contact Number: (036) 651-8454  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>