



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

March 2, 2022

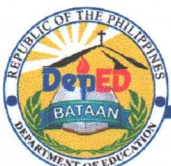
**DIVISION MEMORANDUM**

No. 042 s. 2022

**MODIFICATION ON THE IMPLEMENTATION OF CSC-COA-DEPED JOINT CIRCULAR 2019-01 (MANAGEMENT OF CASH ADVANCES TO DEPED NONIMPLEMENTING UNITS (Non-IUs) FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES (MOOE) AND PROGRAMS FUNDS AS REITERATED BY THE DEPED ORDER 29. S. 2019**

To: OIC-Assistant Schools Division Superintendent  
Public School District Supervisors  
Heads, Public Elementary Schools  
Heads, Public Junior and Senior High Schools  
Finance Personnel  
All Others Concerned

1. This is in connection with the Joint Circular 2019-1 released on February 4, 2019 as reiterated by Deped Order 29 s. 2019 released on October 17, 2019 which aims to streamline the processes and promote stronger financial accountability in accordance with the Public Financial Management Reform Program. This is also to address the Audit Observation Memorandum 2018-18 wherein the Commission on Audit recommends that the Schools Division Office directs the Schools Heads of non-implementing units to open a checking account in the name of the School and make disbursements directly to the suppliers of goods and services using checks as a mode of disbursement. Finally, this memorandum is to give modification on the existing procedures on downloading and liquidation of **funds in line with the closing of old checking accounts and opening of the new ones** in accordance with the above mentioned Deped Order.
2. This memorandum covers all Deped Bataan non-IUs elementary schools, secondary and senior high schools operating without complete set of books of accounts.



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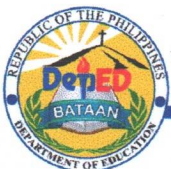
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3. The cash requirement of the schools for MOOE, SBFP, SEF and other program funds shall be released within the **first week of every month, subject to the availability of funds** released by the DBM and Provincial Government, respectively. Thus, the disbursements vouchers together with the correct and complete supporting documents for cash advance grants must be received within the timeline set by the **Division Memorandum 023 s. 2022**. If the Disbursement Vouchers are not received within the prescribed period, cash advance will not be made to the school. The **first-week-of-the-month** rule mentioned in the general guidelines of the COA-DBM-DEPED Joint Circular 2019-1 must be complied with. **Liquidation Reports for all the cash advances granted during the month must be submitted to the Office of the Accountant within the same month to be eligible for the cash advance/s in the following month.**
- 3.1. In no case shall any cash advance be made unless the previous cash advance/s has been completely liquidated. Thus, the senior bookkeeper deployed in the SDO shall ensure that all prior cash advances are liquidated and submitted within the prescribed period.
- 3.2. The cash requirement of the schools can only be credited to the school's **CHECKING ACCOUNT**. The Division Cashier must ensure that no cash advance will be credited in the payroll account and savings account of the School Heads. Likewise, the Senior Bookkeepers must ensure the correctness of the checking account number reflected on the Disbursement Vouchers.
- 3.3. The total amount of the disbursed checks **shall not exceed the amount credited to the checking account**. Bank charges which may result from **BOUNCING CHECKS**, overdraft or insufficiency of funds shall be personally shouldered by the signatory and other personnel responsible for insufficiency of funds or personnel found to be negligent of the over disbursement or payment. Worksheets issued by the SDO bookkeepers may be referred to by the School Heads for the checks to be issued but the School Head must first check the amount credited to the checking account before making any disbursement.
- 3.4. Checks must be **directly paid to the supplier/s of goods and services** and must only be issued in the name of the business indicated on the sales invoice, billing statement, statement of account or similar document. In no case shall the check be payable to the School Head. However, in case of petty expenses like (but



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not limited to) transportation using tricycle, jeep, bus, banca or pedicab where check cannot be used as a mode of payment, the check may be issued to the program owner or coordinator or the **SPECIAL DISBURSING OFFICER** which must be endorsed by the School Head and be approved by the Schools Division Superintendent. The designation of the Special Disbursing Officer will also make the transactions and records be more transparent just like in the old checking account where a co-signatory was required to make check disbursements. **In no case shall the function of property custodianship and that of the Special Disbursing Officer be discharged by the same school personnel.**

**3.4.1.** A written document stating that a specific check valued at an amount indicated therein is being issued for a specific purpose shall be executed by the School Head. The said document must be duly approved by the School Head and received by the program coordinator or project owner or Special Disbursing Officer. **(Enclosure 1)**

**3.5.** At the end of each month or Project, Activity or Program (PAP), the checking account shall only have the maintaining balance amounting to **Five Hundred Pesos only (P500.00)**. Interest which may be earned by the account will be reverted by the government servicing to the Bureau of the Treasury every first banking day after each quarter and should not be withdrawn against the checking account.

**3.6.** At the end of the year, only the maintaining balance and funding for outstanding checks (issued checks but not yet encashed by the payee), if any, should remain in the school's checking account, after the unexpended balance and net interest income earned, if any, as of December 31 of every year is transferred by the bank to the account of the BTr.

**3.6.1.** To enable the bank to deposit interest income and unexpended balances to the BTr, Annex G of the Deped Order 29. S. 2019 **(Enclosure 7)** shall be accomplished and submitted by the School Head as follows:



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Particulars	Timelines for Depositing to BTr	Submission of Authority to Debit/Credit Account
Interest Income	Quarterly – on the first banking day following the previous quarter	Upon Account Opening
Unexpended Cash Advance (Net of Maintaining balance, funding for outstanding checks issued, and net interest income, if any for the Regular MOOE funds) as of December 31 of every year	Annually – on the first banking day of the succeeding year	On or before December 20 of the current year

**3.7.** For the cash advances which are not fully disbursed:

- 3.7.1.** For SBFP, MOOE and SEF refunds on cash advances, a check shall be issued to the Special Disbursing Officer in the amount corresponding to the sum of all refunds from each of the cash advances made to the school. The check shall be encashed by the Special Disbursing Officer before payment to the Division Cashier is made. The Special Disbursing Officer shall accomplish the **DETAILS OF REFUND** in 5 copies. **(Enclosure 6)**. The document will serve as the basis of recording the refund and negating the obligation by the Budget Unit. Copy of the document shall be furnished to the Cash, Budget, Accounting Units thru the SDO Senior Bookkeepers, District Disbursing Officer (for liquidation purposes) and the school for filing.



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- 3.7.2.** For a timely utilization of NCA requested per Budget Execution Document 3 or the Monthly Disbursement Program, it is encouraged that the school heads fully exhaust the cash advances granted every month as planned and stated in the approved WFP. It is reminded that the cash requirement for MOOE PAPs programmed by each SH per approved WFP is submitted to the DBM for the monthly downloading of Notice of Cash Allocation.
- 3.7.3.** In case where realignment of previously approved WFP is necessary, the SH may modify the timing of the PAPs but the monthly disbursement program per WFP cannot be modified because the amount of the monthly NCA that will be downloaded is in accordance with the originally approved WFP which is the basis of the current year's BED3/MDP submitted to the DBM in November of the previous year.
- 3.8.** In cases where the School Head is on leave or the school has no appointed SH, the cash requirement of the school shall be downloaded thru issuance of checks in the name of the Public School District Supervisors (PSDS) without changing the provided that PAPs and cash requirement stated in the approved WFP.
- 3.9.** The School Head shall make the proper liquidation of his/her cash advance if he/she shall be reassigned to another school or prior his/her retirement or separation from service. The policy of **NO LIQUIDATION, NO CLEARANCE** shall strictly be implemented.
- 3.9.1.** In case of change of School Head, a written endorsement signed by the SDS shall be executed and have it presented to LBP for change in signatory. Refer to the **Annex I (Enclosure 8)** as stated in the **paragraph 32.4 (b)** of the above mentioned Deped Order.
- 4.** The SH who is the signatory of the check is required enroll in the WeAccess facility of Landbank for bank reconciliation and liquidation purposes. A printed copy of bank statement via WeAccess Account together with the image of the check disbursed shall form part of the attachments of the liquidation report.
- 4.1.** The School Head has the responsibility that bank statements be collected from the bank and to have a certified xerox copy



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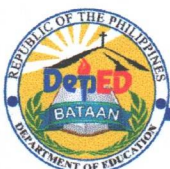




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submitted to the SDO thru the Senior Bookkeepers deployed in the SDO.

- 4.2. Monthly **Bank Reconciliation Statement** must be prepared by the SDO Senior Bookkeeper and have it submitted to the Division Accountant and COA on the 10th day of the following month.
- 4.3. The signatory of the check shall prepare and sign **REPORT OF CHECKS ISSUED (RCI)** every month. **(Enclosure 2)** The report shall be collected by the Disbursing Officer deployed in the SDO Annexes and submit the said reports in the SDO and be filed by the SDO Senior Bookkeeper. Copy of the report shall form part of the attachments of the monthly liquidation report
- 4.4. For the purpose of check monitoring the movement of amount/s credited to the checking account and inventory of issued and unissued checks, the following reports shall be prepared:
  - 4.1.1. **Subsidiary Ledger (Enclosure 3).** The SL shall be prepared and maintained both in the SDO and Schools. The copy prepared by the SDO Senior Bookkeeper must always be updated. For the SDO Annexes, the SL shall be prepared by the Disbursing Officer deployed in Annexes or School (in case the school has an ADAS2-Disbursing Officer item), verified by the Senior Bookkeeper deployed in Annexes or School (in case the school has an ADAS3-Senior Bookkeeper item) and certified correct by the SDO Senior Bookkeeper. Copy of SL shall form part of the attachments required for liquidation.
    - 4.1.1.1 One SL shall be maintained for each Cash advance, i.e., **one SL for MOOE, one for SBFP and one for SEF.**
  - 4.1.2. **Report of Accountability for Accountable Forms (Enclosure 4).** The RAAF shall be prepared by the Special Disbursing Officer, certified correct by the SH and noted both by the SDO Senior Bookkeeper and Senior Bookkeeper deployed in Annexes or School (in case the school has an ADAS3- Senior Bookkeeper item). Copy of RAAF shall form part of the attachments required for liquidation.



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- 4.5. The Senior Bookkeeper deployed in Annexes or School (in case the school has an ADAS3- Senior Bookkeeper item) shall prepare **Check Disbursement Record (Enclosure 5)** to monitor cash advance balance by recording all the financial transactions incurred by the School. The CDR shall be certified correct by the SDO Senior Bookkeeper. Copy of CDR shall form part of the attachments required for liquidation.
5. Reimbursements for travel shall be credited to the payroll account of the claimants.
6. In case of the difficulty in securing the copy of billing statement, statement of account or other similar documents, payment may still be made directly to the service provider to ensure exact and timely payment.
7. Payments for job order personnel shall be made directly to their LBP account. In case that the job order employee has no LBP account, payment for job order personnel shall be treated as a cash advance and check shall be issued to each job order personnel equivalent to the amount of the service rendered which must not exceed the amount stated in the contract which must in accordance with the amount per approved WFP. Attachments required for the cash advance are not limited to a copy of DTR, contract and accomplishment report signed by both the SH and employee.
8. More than one check book may be requested to avoid running out of checks. It is the responsibility of the SH to ensure the availability of checks to continuously implement the PAPs of the school.
9. In case of a lost check, an **affidavit of loss** shall be executed by the personnel who lost the check and a **stop payment order (SPO)** must be issued by the SH. If the check holder has absconded, an SPO shall likewise be made by the SH as soon as the incident came to his/her knowledge.
10. This memorandum shall be effective immediately.



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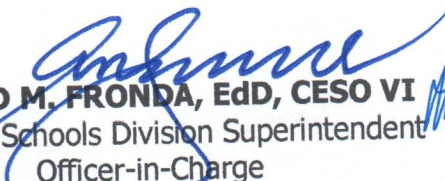
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**11.** Immediate dissemination of this Memorandum is earnestly required.

  
**ROLAND M. FRONDA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Schools Division Superintendent

*F1*

References: Deped Order 29. S. 2019,  
COA, DBM, DEPED JC 2019-1  
MOUF-2019-0365



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**Enclosure No. 1, s.2022**

**Name of School**

Date

This is to authorize Name of Project Owner/Coordinator, Position, of the checking account No. \_\_\_\_\_ under the Account name of Name of School to encash the check No. amounting to Pxxxx.xx (amount in words) for the purpose of paying the following:

	<b><u>Particulars</u></b>	<b><u>Amount</u></b>
1		
2		
3		
4		
	<b><u>Total</u></b>	

\_\_\_\_\_  
Signature Over Printed Name of School Head

Received by:

\_\_\_\_\_  
Signature Over Printed Name



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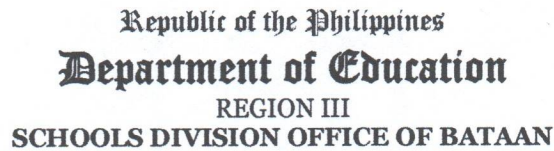
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SUBSIDIARY LEDGER					
Entity Name : _____			Fund Cluster : _____		
Account of: _____			Account Code		
Office/Address: _____			GL _____		
Contact Person: _____			SL _____		
Contact Number/Email Address: _____					
Date	Particulars	Ref.	Amount		
			Debit	Credit	Balance
<b>Totals</b>					

Prepared by: \_\_\_\_\_

Signature over printed of Disbursing Officer \_\_\_\_\_

Date \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Signature over printed of SDO Senior Bookkeeper \_\_\_\_\_

Date \_\_\_\_\_

Verified by: \_\_\_\_\_

Signature over printed of Annex/School Senior Bookkeeper \_\_\_\_\_

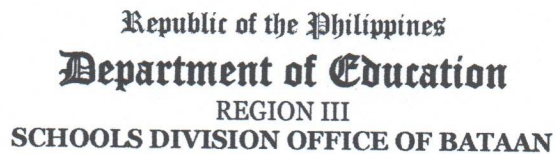
Date \_\_\_\_\_




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**Enclosure No. 5, s.2022**



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**Enclosure No. 6, s.2022**

NAME OF SCHOOL					
DETAILS OF REFUND					
For the month of _____					
Check No. _____		Amount: _____			
Date Issued: _____		Fund Cluster/s: _____			
PROGRAM	UACS CODE	ACCOUNT NAME	AMOUNT	REMARKS	
MOOE					
	5020101000	Travelling Expenses			
	5020201000	Training Expenses			
	5020301000	Office Supplies Expenses			
	5020399000	Other Supplies & Materials Exp.			
	5020401000	Water Expenses			
	5020402000	Electricity Expenses			
	5020502000	Telephone Expenses			
	5020503000	Internet Subscription Expenses			
	5021202000	Janitorial Services			
	5021304000	Repairs & Maintenance - Buildings & OS			
	5021305000	Repairs & Maintenance - M & E			
	5029999000	Other MOOE			
			<b>Subtotal</b>		
SBFP	5020399000	Other Supplies & Materials Exp.		cook, transportation, meat, fish, etc.	
			<b>Subtotal</b>		
SEF	2020107000	Due to LGUs		name of program (honorarium, transportation, labor, if program of works prizes, food allowance, etc.	
			<b>Subtotal</b>		
			<b>GRAND TOTAL</b>		

Prepared by: \_\_\_\_\_

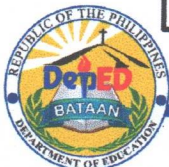
Verified by: \_\_\_\_\_

Name & signature of Special Disbursing Officer \_\_\_\_\_

Name & signature of SDO Senior Bookkeeper \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Name & signature of School Head \_\_\_\_\_



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Enclosure No. 7, s.2022

ANNEX G

**LANDBANK OF THE PHILIPPINES**  
Authority to Debit/Credit Account

Date : \_\_\_\_\_  
To : **THE BRANCH HEAD**  
\_\_\_\_\_ Branch  
Subject: **AUTHORITY TO DEBIT/CREDIT ACCOUNT**

This authorizes **LANDBANK** to:

1. Debit \_\_\_\_\_  
(Account Name)  
☐ Checking Account Number \_\_\_\_\_
2. Credit the BTr Account Number \_\_\_\_\_, representing the following:  
☐ Automatic transfer of Quarterly Net Interest Income  
(To be filled up at the end of each reference year)  
☐ Transfer of the Account balance at the end of the year  
(Net of maintaining balance and outstanding checks)

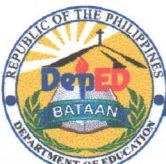
Amount in Figures: P \_\_\_\_\_  
Amount in Words: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name and Signature of Authorized Signatory

FOR BANK'S USE ONLY:

Signature verified by:	Checked by:	Approved by:	Sight Verified by:

Validation Print:



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Enclosure No. 8, s. 2022

ANNEX I

**INDORSEMENT LETTER FOR THE INCOMING SCHOOL HEAD**

(Date)

(NAME)

Branch Head

(Name of Government Servicing Bank)

(Address)

Dear \_\_\_\_\_:

Pursuant to DepEd Order No. 29 s. 2019, entitled "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", and in view of the transfer/retirement/separation/suspension from the service of (Name of Outgoing School Head), please be informed of the following change/s in the authorized signatory for the checking account of (Name of School) (School ID), with the Account No. \_\_\_\_\_:

From:

To:

\_\_\_\_\_  
Outgoing School Head  
Signature over Printed Name

\_\_\_\_\_  
Incoming School Head  
Signature over Printed Name

The custody, management, and accountability of the subject account and funds deposited thereto shall be entrusted to the incoming School Head effective \_\_\_\_\_. We request that the corresponding changes in your records be made in accordance with this information. Please inform this Office once changes have been made by filling out the form below and returning the same to this Office.

Thank you.

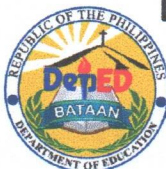
Very truly yours,

\_\_\_\_\_  
Schools Division Superintendent  
Signature over Printed Name

**For Bank Use Only**

This is to acknowledge receipt of this letter on \_\_\_\_\_. Please be informed that the requested change of authorized signatory for the account of (Name of School) with Account No. \_\_\_\_\_ with this Branch will be effected on or before \_\_\_\_\_.

\_\_\_\_\_  
Authorized Bank Officer  
Signature over Printed Name



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