



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA DEL NORTE
Gov. A. Quibranza Prov'l. Gov't. Compound
Pigcarangan, Tubod Lanao del Norte
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DIVISION MEMORANDUM

NO. 122 S. 2023

TO : **TORR AURELIO M. ARDON**, Accountant III
MARIAM A. MAPANDI, AO IV-Cashier
ADAS III (Senior Bookkeepers)
ADAS II (Disbursing Officers)
ACCOUNTING UNIT STAFF
CASH UNIT STAFF
This Division

FROM : 
EDILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **ONE-DAY ORIENTATION & SIMULTANEOUS ENROLLMENT OF
SCHOOL'S LANDBANK weACCESS BANK FACILITY**

DATE : **March 09, 2023**

1. To ensure proper and accurate financial reporting and monitoring of schools downloaded funds, this Division together with the active participation and coordination of Landbank-Tubod Branch, will hold a **One-day Orientation and Simultaneous Enrollment of School's Landbank weAccess Bank Facility** on **March 15, 2023**, at **Aldens Hotel, Poblacion, Tubod, Lanao del Norte**.
2. This activity aims to provide a real time monitoring of school's cash in bank, and to review and prepare a Bank Reconciliation Statement extracted from the data of weAccess bank facility.
3. Participants are directed to bring their laptops, internet modems, and extension wires for their own access and convenience. Mobile phones and tablets are not encouraged since registration of the weAccess bank facility needs a thorough encoding of data that can only be used and accessed by laptop.
4. Traveling expenses will be charged against Division MOOE fund while meals and snacks of the participants will be served during orientation program.
5. Immediate dissemination and compliance to this Memorandum is directed.