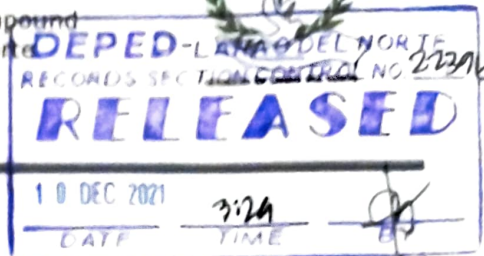




Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF LANA O DEL NORTE
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Pigcarangan, Tubod Lanao del Norte
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DIVISION MEMORANDUM

No. 614 s. 2021

TO : **Elementary and Secondary School Heads**
ADAS III (Senior Bookkeepers)
ADAS II (Disbursing Officers)
This Division

FROM : *for: [Signature]*
ERILBERTO L. OPLENARIA, CESO V
Schools Division Superintendent

SUBJECT : **SUBMISSION OF AUTHORITY TO DEBIT/CREDIT ACCOUNT (ANNEX G)**

DATE : **December 10, 2021**

- 1) The field is hereby reminded to ensure the submission of the **Authority to Debit/ Credit Account (Annex G)** to enable the bank to deposit the interest income and unexpended balances to the Bureau of Treasury (BTr) pursuant to **DepEd Order No. 029, s.2019**. Enclosed is the **Annex G** for reference.
- 2) To determine the amount of the unexpended cash advance to be transferred to the BTr after the end of the year, the **School Head shall coordinate with the bank and obtain a bank statement** to determine which among the checks issued have not yet been negotiated or encashed, i.e. outstanding checks.
- 3) All concerned are directed to email soft copies of the **Annex G** together with the **Statement of Bank Reconciliation** and **Cash Disbursement Register** to acctgldn@gmail.com on or before **December 15, 2021**.
- 4) **Non-submission of the Authority to Debit/ Credit Account (Annex G) shall subject the account to automatic sweeping, net of maintaining balance.** Therefore, the **School Head shall exercise utmost diligence** in maintaining records of checks issued and in observing the above-mentioned deadline.
- 5) Immediate dissemination and strict compliance of this Memorandum is enjoined.