

## **DIVISION ADVISORY 015, S. 2025**

In compliance with DepEd Order (DO) No. 8, 2013, this advisory is issued not for endorsement per DO 28, S. 2001, but only for the information of DepEd officials, personnel/staff, as well as the concerned public.

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March 19, 2025

### **PERSONNEL IN-CHARGE OF ENCODING ACCOUNT NUMBERS AND SUBMISSION OF CASH DEPOSIT SLIPS**

In connection of the opening of account number for all SDO Tacurong City personnel with Land Bank of the Philippines (LBP), the division office will consolidate all account numbers for the payroll preparation.

To fast track this process, the division office has assigned personnel in charge of encoding account numbers in designated link and submitting photocopies of cash deposit slips to the **Accounting Section**. The deadline for encoding and submission is **one week** after the scheduled date as indicated in DM OSDS No.37, s. 2025, regarding the **Application for Account Number with Land Bank of the Philippines (LBP)** due to change of Modified Disbursement Scheme (MDS) Account from DBP to LBP. *Please refer to the attached file for the List of personnel in charge per school.*

This is for the information and guidance of all concerned.



LIST OF PERSONNEL IN-CHARGE OF ENCODING ACCOUNT NUMBERS AND SUBMITTING  
CASH DEPOSIT SLIPS

NAME OF PERSONNEL	SCHOOL
ADELPA A. ABENOJA	JOSE V. LAGON SR. ELEMENTARY SCHOOL

SCHOOL LEVEL	LINK
ELEMENTARY	<a href="https://bit.ly/42eXrAu">bit.ly/42eXrAu</a>