



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

October 23, 2025

DIVISION MEMORANDUM
OSDS No. 141, s. 2025

**SUBMISSION OF AUTHORITY TO DEBIT/CREDIT ACCOUNT (ANNEX G) TO
THE DBP OF NON -IMPLEMENTING UNITS SCHOOLS WITH CHECKING
ACCOUNT**

To: School Heads
School – based Bookkeepers
All Others Concerned

1. Pursuant to **DepEd Order No. 029, s. 2019** dated October 17, 2019, titled **“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”**, specifically on Section V Paragraph 23, only the maintaining balance and funding for outstanding checks issued, if any, should remain in the School’s bank 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 Bureau of Treasury (BTr).
2. In line with this, as per DepEd Order No. 29 Section VI.B. Paragraph 32.3, the School Head shall ensure the submission of the **Authority to Debit/Credit Account (Annex G)** to the bank as regards to the Unexpended Cash Advance (Net of Maintaining balance, funding for outstanding checks issued, and net interest income, if any) **on or before December 20 of the current year**. See *Enclosure for the Annex G Form*.
3. 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. **Non -submission of the Authority to Debit/Credit Account (Annex G) on or before the deadline shall subject the account to automatic sweeping, net of maintaining balance. The School Head shall exercise utmost diligence in maintaining records of checks issued and in observing the abovementioned deadline.**
4. The Cluster/School Bookkeepers of Non – Implementing Units must record the transactions with the following journal entries.”



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-200-6316; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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Particulars	Debit	Credit
End of the Year Cash Balance (excluding Maintaining Balance, Outstanding Checks, and Interest Income)	Cash – Treasury Agency Deposit- PhP xxx	Advances for Operating Expenses - PhP xxx
Recording of Interest Income and Remittance to BTr	Cash – Treasury Agency Deposit- PhP xxx	Interest Income/ Misc. Income - PhP xxx

5. Immediate and wide dissemination of this memorandum is highly directed.

GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: None.

Reference:

Allotment: none

To be included in the perpetual Index under

REPORTS RECORDS

JGS/OSDS/DM/ SUBMISSION OF ANNEX G/ October 23, 2025



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Enclosure to Division Memo OSDS No. 141 s. 2025

ANNEX G

(NAME OF BANK)
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

☐ Automatic transfer of the Account balance every end of the year
(Net of Maintaining Balance)

(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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