



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

**Office of the Schools Division
Superintendent**

October 16, 2023

DIVISION MEMORANDUM
No. 0462s. 2023

REMINDER ON THE SUBMISSION OF BANK RECONCILIATION STATEMENTS

To: Assistant Schools Division Superintendents
Public Schools District Supervisors
School Heads
Administrative Officer II
Senior Bookkeepers
All Others Concerned

1. With reference to DepEd Order No. 29, s. 2019, on the 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 that tackles the preparation of Monthly Bank Reconciliation Statements and in relation to DM No. 260 s. 2020 – Orientation Workshop on the Preparation of Non-Implementing Unit Elementary and Secondary Schools' Bank Reconciliation Statement and Other Finance-Related Tasks to District Administrative Officers (AO II), this office reminds all Administrative Officer II and Senior Bookkeepers to update the submission of the Monthly Bank Reconciliation Statements (BRS) as soon as possible to the Accounting Unit through Ma'am Mayfleur Cirujales.
2. Attached herewith is the list of districts, Schools, and the months with no BRS submitted as of October 13, 2023 for your reference.
3. Immediate, wide dissemination, and strict compliance with this memorandum is hereby directed.

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Schools Division Superintendent



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DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS

CD 1

Name of District	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
1. ALBUR	All schools		April - September
2. ANTEQUERA	All schools		June - September
3. BACLAYON	All schools	whole year	January - September
4. BALILIHAN	All schools except	whole year	January - September
	Balilihan CES	July - December	January - September
5. CALAPE	All schools except	July - December	January - September
	Causwagan ES	January - December	January - September
	Ulbujan ES	April - December	January - September
6. CATIGBI-AN	All schools except		January - September
	Baang ES & Bagtic ES	September - December	January - September
7. CORELLA	All schools	whole year	January - September
8. CORTES	All schools	whole year	January - September
9. DAUIS	All schools	whole year	January - September
10. LOON NORTH	All schools	whole year	January - September
11. LOON SOUTH	All schools	whole year	January - September
12. MARIBOJOC	All schools except	August - December	January - September
	Lincod ES, Pagnitoan ES & Punta Cruz	whole year	January - September
	Pagnitoan HS (Jr. & Sr.)	September - December	January - September
13. PANGLAO	All schools	whole year	January - September
14. SIKATUNA	All schools	whole year	January - September
15. TUBIGON EAST	All schools		January - September
16. TUBIGON WEST	All schools except		January - September
	Atty. Maximo Lasco ES	August - December	January - September
	Pinayagan Norte ES	July - December	January - September

DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED

CD 2

Name of District	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
1. BIEN UNIDO	All schools except		January - September
	Maomawan IS HS - Jr. & Modesto G. Autida HS	January - February	January - September
	Nueva Esperanza IS HS (Jr.) & Ponciano L. Padin NHS (Sr.)	January, February & April	January - September
	Ponciano L. Padin NHS (Jr.)	January	January - September
2. BUENAVISTA	All schools	whole year	January - September
3. CLARIN	Bacani ES & Danahaw ES	August - December	January - September
	Bogtongbod ES, Cabog ES, Cantuyoc ES, Clarin CES, Nahawan ES, Tubod PS and Villaflor PS	March, August - December	January - September
	Danahaw IS (Jr.), Hingotonan NHS JR. & Sr.	whole year	January - September
4. DAGOHOY	Caluasa ES, Dagohoy ES, San Miguel ES & Sta. Cruz ES		January - September
	Babag ES, Cagawasan ES, Can-oling ES, Estaca ES, La Esperanza ES & Malitbog ES	July - December	January - September
	Candelaria ES	May - December	January - September
	Kagawitan ES & San Vicente ES	November - December	January - September
	Mahayag ES	October - December	January - September
	Villa Aurora ES	June - December	January - September
	San Miguel Puertos HS (Jr. & Sr.)	December	January - September
5. DANA O	All schools except		January - September
	Danao CES, Danao Gamay ES	October - December	January - September
	Hibale ES, Sta. Fe ES & Sto. Nino ES	September - December	January - September
	Cantubod NHS Jr. & Sr., Francisco Dagohoy MHS Jr. & Sr., Taming NHS Jr. & Sr.	whole year	January - September
6. GETAFE 1	All schools except		January - September
	Campao ES	whole year	January - September
7. GETAFE 2	All schools except		January - September
	Jandayan Norte ES, Mahanay ES, Pandanon ES, Salog ES, San Jose ES, Taytay ES, Tugas ES, Tulang ES, Handumon NHS Jr. & Sr. and Pandanon HS	whole year	January - September
8. INABANGA NORTH	All schools except		April - September
9. INABANGA SOUTH	Badiang, ES, Cagawasan ES, Dagohoy ES, Sto. Rosario ES & Tungod PS	October - December	January - September
	Banahaw ES, Ilijan ES, Luyo PS & Tambooc PS	November - December	January - September
	U-og Ubujan ES,	September - December	January - September
	Mabuhay PS, Cainsican ES,	July - December	January - September
	Cawayan ES, Luta o ES	January, August - December	January - September
	Inabanga South CES	August - December	January - September
	Bahan PS, Canlinte PS, Dagnawan IS ES, Lomboy PS & Lonoy PS	whole year	January - September
	Dagnawan NHS (Jr.)	whole year	January - September
	Dagnawan NHS (Sr.)		January - September
10. PRES. CPG	All schools	whole year	January - September
11. AGBAYAN	All schools	whole year	January - September
12. SAN ISIDRO	All schools	whole year	January - September
13. SAN MIGUEL	All schools		January - September
14. TALIBON 1	Burgos ES, Garcia Park ES, Magsaysay ES, Rizal ES, Sikatuna ES, Sto. Nino ES, Tanghaligue ES, Tunaan Daku ES, Sto. Nino HS Jr. & Sr.	whole year	January - September
	Balintawak ES, San Agustin ES, San Isidro ES, San Pedro, San Roque ES, Talibon 1 CES, Zamora ES, & San Isidro HS Sr.	August - December	January - September
	Sikatuna National Agricultural Jr. & Sr.	April - December	January - September
	San Isidro HS Jr.	January - March & August - December	January - September
15. TALIBON 2	Calituban ES, Cataban ES, JAO ES, Nocnocan ES, P/Lt. E.B. Artiaga (Bacbacan), San Francisco ES, Talibon 2 CES, Calituban HS Jr. & Sr. Ponciano E. Leoligao HS Jr. & Sr. and Zosimo A. Gulle MHS Jr. & Sr.	whole year	January - September
	Bagacay ES, Bansa an ES, Guindacpan ES, Mahanay ES, Sag ES, Cataban IS Jr. & Sr., Mahanay HS	May - December	January - September
	Alejandro P. Gurrea ES, Busalian ES, Domingo R. Yana ES,	April - December	January - September
	Mayor Catalano Y. Casoyla MHS Jr.		January - September
	Mayor Catalano Y. Casoyla MHS Sr.	June	January - September

DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED
CD 2

Name of District	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
16. TRINIDAD 1	Catoogan ES, Guinobatan ES, La Union ES, La Victoria ES, Mahagbu ES, San Vicente ES, Tagum Norte ES, Tagum Sur ES, Soom IS Jr. & Sr.	whole year	January - September
	Panaghuisa ES, Soom IS ES		January - September
	Trinidad 1 CES	June - December	January - September
17. TRINIDAD 2	Banlasan ES, Bongbong, Kinan-oan ES, Loblob ES, M. Roxas ES, Maonglinis PS, San Isidro ES, Trinidad 2 CES, Kauswagan NHS Jr. & Sr. and Kinan-oan NHS Jr. & Sr.		January - September
	Diis ES, Hinlayagan Ilaya ES, Kauswagan ES and Mabuhay ES	June - December	January - September
	Sto. Tomas ES	whole year	January - September
18. UBAY 1	All schools	whole year	January - September
19. UBAY 2	Benliw ES, Cagting ES, Cuya ES, Guintaboa ES, Sinandigan ES, Tintinan ES, Tipolo ES, Ubay 2 CES, Union ES, Cagting HS Jr. & Sr.	October - December	January - September
	Imelda ES & Juagdan ES	September - December	January - September
	San Vicente ES	August - December	January - September
20. UBAY 3	All schools	whole year	January - September

DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED

CD 3

Name of District	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
1. ALICIA	All schools	whole year	January - September
2. ANDA	All schools		January - September
3. BATUAN	Batuan CES Annex, Bonifacio ES, Cabacnitan ES, Cantigdas ES, Lungsod Daan ES, Quezon ES, Sta. Cruz ES		May - September
	Batuan CES Main, Behind the clouds ES & Quirino PS		April - September
	Rizal HS Jr. & Sr., Garcia ES, Janlud ES		March - September
	Quezon NHS Jr.		March - September
	Quezon NHS Sr.		February - September
4. BILAR	Cambacay ES, Rizal ES & Rosariohan ES		January - September
	Bilar CES, Cabacnitan ES, Campagao ES, Owac ES & Villa Aurora ES		January - September
	Roxas ES		August - September
	Campagao HS		September
5. CANDIJAY	Bonifacio ES, Bugang ES, Cambigsi ES, Cansumbol ES, Dagohoy ES, Quezon ES, Riverside ES, Rizal ES, Subayon ES, Villa Fuerte ES, Yanaya ES & Zamora ES	whole year	January - September
	All schools except	whole year	January - September
	Boyoan ES & Candijay CES		January - September
	Anoling NHS Jr.		July - September
	Anoling NHS Sr.		August - September
	Cogtong NHS Jr.	July - December	January - September
	Cogtong NHS Sr.	whole year	January - September
6. CARMEN 1	Candijay NHS Jr.	January, July & August	July - September
	Candijay NHS Sr.	January - August	July - September
7. CARMEN 2	Alegria ES, Calatrava ES, Carmen 1 CES, La Victoria ES, Matin-ao ES, Nueva Fuerza ES, Tagaonan ES, Tamboan Es, Villaflor ES & Villarcayo ES		January - September
	Lapulapu ES, Isabel SJ Gujol MHS Jr. & Sr., Ponciano F. Ramasola HS Jr. & Sr. and Valeriano A. Ganas HS	August - December	January - September
8. CARMEN 3	All schools except		April - September
	La Paz ES & Montesunting ES	October - December	April - September
	Vallehermoso NHS Jr. & Sr.		January - September
9. DIMIAO	Bicao ES, Buenavista ES, Carmen 3 Central ES, El Progreso ES, El Salvador & Pedro S. Budiongan HS Jr.		April - September
	Can-inas ES & Villa Fuerte ES	April - December	January - September
	Montesuerte ES, Tuan ES, Ambassador Pablo R. Suarez NHS Jr. & Sr.		January - September
	Pedro S. Budiongan Sr.	whole year	January - September
10. DUERO	All schools	whole year	January - September
11. GARCIA-HERNANDEZ	All schools	whole year	January - September
12. GUINDULMAN	All schools		January - September
	Basdio ES, Bato ES, Bayong ES, Bulawan ES, Cabantian, ES, Cabugan ES, Cansiwang ES, Casbu ES, Catungawan ES, Guinacot ES, Lombog ES, Mayuga ES, Pansul ES, Tabunoc ES & Trinidad ES	September - December	January - September
	Biabas ES, Guindulman CES & Tambis ES	April & Sept. - Dec.	January - September
	Canhaway ES	Feb., Mar. & Sept - Dec.	January - September
	Guio-ang ES	July, September - December	January - September
13. JAGNA	Mayuga NHS Jr. & Sr.	February - December	January - September
	All schools except		January - September
	Lonoy MHS Jr. & Sr.	whole year	January - September
	Boctol ES & Buyog ES		April - September
	Cabunga -an ES & Odiong ES		March - September
	Cambugason ES & Can-ipol ES		February - September
	Can-uba ES	September - December	January - September
	Jagna CES	May - December	January - September
Malbog ES & Calabacita NHS Sr.		May - September	
14. LILA	All schools	whole year	January - September
15. LOAY	All schools except	whole year	January - September
	Villalimpia ES	July - December	January - September
16. LOBOC	All schools	whole year	January - September
17. MABINI	All schools except	July - December	January - September
	Abaca ES, Abad Santos PS, Aguipo ES, Banlas ES, Bay-bayon ES, Cawayanan ES, Lungsodaan ES, Marcelo ES, Minol ES, Tambo ES and Valaga ES	whole year	January - September
18. PILAR	All schools except	whole year	January - September
	Bagumbayan ES, Bayong ES, Del Pilar ES, Lundag ES, Pilar CES and Rizal ES	April - December	January - September
19. SEVILLA	All schools except	October - December	January - September
	Guinob-an PS	September - December	January - September
	Cambagui/Calinginan Norte HS Sr.	August - December	January - September
20. SIERRA - BULLONES	All schools except		July - September
	Anibongan ES, Bugsoc Es, Danicop ES, Magsaysay ES, Nan-od HS Jr. & Sr.		January - September
21. VALENCIA	All schools except	July - December	January - September
	Adlawan ES, Limokon ES and Tausion ES	whole year	January - September