



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

Office of the Schools Division
Superintendent

October 23, 2023

DIVISION MEMORANDUM
No. 0477 s. 2023

**SUBMISSION OF AUTHORITY TO DEBIT/CREDIT ACCOUNT (ANNEX G) TO THE
GOVERNMENT SERVICING BANKS (GSBs) OF NON-IMPLEMENTING UNIT
SCHOOLS WITH CHECKING ACCOUNT**

To: Public Schools District Supervisors
School Heads/Principals
Administrative Officer II
District Bookkeepers (Non-Implementing Units)
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”, this office would like to reiterate to concerned Public Schools District Supervisors (PSDS), School Heads and District Bookkeepers of Non-Implementing Unit Schools **to ensure the submission of the Authority to Debit/Credit Account (Annex G) (ATTACHMENT I)** to the Government Servicing Banks (GSBs) containing the Unexpended Cash Advance (Net of Maintaining Balance, funding for the outstanding checks issued, and net interest income, if any) as of December 31 of every year **on or before December 20 of the current year**. This is to enable the bank to deposit the interest income and unexpended balances to the Bureau of Treasury (BTr).
2. The Accountable Officer must maintain an updated and complete record of check issued to ensure that the correct amount to be transferred to BTr will be indicated in the Authority to Debit/Credit Account Form (Annex G).
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 or update the Bank Book and compute using the formula below:

Account Balance
- Total Outstanding Checks (*checks issued but not yet cleared by the bank*)
- Php500.00 (*maintaining balance*)
Amount for Transfer to BTr



4. The District Bookkeepers of Non-Implementing Units must record the transactions with the following journal entries:

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 / Miscellaneous Income - PhP xxx

5. With this, the Accountable officers whose schools have been downloaded with regular MOOE for the period of October to November are directed to expedite the utilization, must completely liquidate and submit liquidation reports to the Division Office **on or before December 5, 2023**, to be able to determine the accurate amount of unexpended balances to be deposited to BTr.
6. Non-submission of the above 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 and in observing the abovementioned deadline.
7. Immediate and wide dissemination of this memorandum is hereby directed.


EVANGEL M. LUMINARIAS PhD CESO V
 Schools Division Superintendent 



ATTACHMENT 1

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
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