



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Schools Division of Bohol

Office of the Schools  
Division Superintendent

February 15, 2024

DIVISION MEMORANDUM

No. 073 \_\_\_\_\_, s. 2024


**UPDATE OF BANK RECONCILIATION STATEMENT SUBMISSION AND TURN-OVER OF PREPARATION FUNCTION TO THE SENIOR BOOKKEEPERS**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Public Schools District Supervisors  
Elementary & Secondary Accountable Officers  
Administrative Officers 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 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 to update the submission of Bank Reconciliation Statement from November 2021 up to December 2023. Attached herewith is the list of districts, Schools, and the months with no BRS submitted as of February 15, 2024 for your reference.
2. Due to the gradual turnover of administrative tasks of teaching personnel to the Administrative Officers II, this office transfers the responsibility of preparing and submitting Bank Reconciliation Reports, effective for the Month of January 2024 and the months thereafter, to the Senior Bookkeepers. AOIIs and Senior Bookkeepers shall coordinate with each other for the proper and smooth transition.
3. This is to reiterate the provision of DM No. 26 s, 2024, that the Bank Reconciliation Statement is one of the supporting documents in the liquidation report submission. A copy of the BRS, noted received by Ms. Mayfleur U. Cirujales, will be attached to the liquidation reports submitted. **No BRS, no downloading of succeeding months MOOE.**
4. Immediate, wide dissemination and strict compliance with this memorandum is hereby directed.

  
**CASIANA P. CABERTE Ph.D., CESO VI**  
OIC-Schools Division Superintendent



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**DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS**

CD 1

Districts	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
<b>1. ALBUR</b> Cesaria Judith T. Digal	All schools		December
<b>2. ANTEQUERA</b> Karen A. Dagamac	All schools except		September - December
	Bungahan ES, Sto. Rosario ES and Villa Aurora PS		December
<b>3. BACLAYON</b> Maria Ivy A. Oclarit	All schools	whole year	whole year
<b>4. BALILIHAN</b>  Miraflor Sambayon	All schools except	whole year	whole year
	Boctol ES		September - December
	Magsija-Maslog ES		November - December
	Balilihan CES	July - December	whole year
<b>5. CALAPE</b>	All schools	July - December	January - November
<b>6. CATIGBI-AN</b> Rejane Aque	All schools except		whole year
	Catigbi-an CES, Maitum & Mantasida ES		
<b>7. CORELLA</b> Grace M. Daquio	All schools	whole year	whole year
<b>8. CORTES</b> Helen Masillones/  Karyl O. Diola	All schools except	whole year	whole year
	Lourdes HS (Jr. & Sr.)		whole year
	Fatima NHS (Jr.)		whole year
	Fatima NHS (Sr.)		October - December
<b>9. DAUIS</b> Maria Lourdes P. Estallo/ Marjorie D. Padonat	All schools	whole year	whole year
	Daus National HS (Jr. & Sr.)		
<b>10. LOON NORTH</b> Alma Espina	All schools	whole year	whole year
<b>11. LOON SOUTH</b> Sheila L. Bajade	All schools	whole year	whole year
<b>12. MARIBOJOC</b> Danny C. Dajay	All schools except	August - December	whole year
	Lincod ES, Pagnitoan ES, Punta Cruz and Tinigban ES		whole year
	Pagnitoan HS (Jr. & Sr.)	September - December	whole year
<b>13. PANGLAO</b>	All schools	whole year	whole year
<b>14. SIKATUNA</b> Estrellito Ian A. Jawel	All schools	whole year	whole year
<b>15. TUBIGON EAST</b> Diane S. Soriano	All schools		December
<b>16. TUBIGON WEST</b> Maryjean I. Coquilla Quennie Joy J. Madera	All schools except		
	Camayaan NHS Jr. & Sr.		whole year



## DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED

CD 2

Districts	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
<b>1. BIEN UNIDO</b> Irene Jane A. Calonia	All schools except		November - December
	Bien Unido CES		July - December
	Hinongatan NHS Jr. & Sr.		
<b>2. BUENAVISTA 1</b> Fiel Angelie Arbuyes	All schools except	whole year	whole year
	Buenavista 1 CES		
	Cabul-an High School Jr.		
<b>3. BUENAVISTA 2</b> Samantha Villalongja	Asinan ES, Bantuan ES & Bonotbonot ES		whole year
	All schools	whole year	whole year
<b>4. CLARIN</b> Rochie A. Sabe	Bontud ES, Bonbon ES, Clarin ES, Mataub ES, & Tontunan ES		whole year
	Bacani ES, Bogtongbod ES, Cabog ES, Cantuyoc ES, Danahaw ES, Nahawan ES, Tubod PS, Villafior ES,	August - December	whole year
	Buacao PS, Buangan ES, Caboy ES, Lajog ES,	May - December	whole year
	Danahaw IS (Jr.), Hingotonan NHS JR. & Sr.	whole year	whole year
<b>4. DAGOHOY</b> Erlinda E. Galula	Babag ES, Cagawasan ES, Can-oling ES, Estaca ES, La Esperanza ES	July - December	whole year
	Dagohoy ES, Malitbog ES, San Miguel ES		whole year
	Caluasan ES		whole year
	Candelaria ES	May - December	whole year
	Mahayag ES	October	whole year
	Kagawitan ES, San Vicente ES,	November - December	whole year
	San Miguel Puertos HS (Jr. & Sr.)	December	whole year
<b>5. DANA O</b> Roy Chon Aque	All schools except		whole year
	Hibale ES, Santa Fe ES, Sto. Niño ES		October - December
	Danao CES, Danao Gamay ES	October - December	whole year
	San Carlos ES	September - December	whole year
<b>6. GETAFE 1</b> Caryl A. Ayento	Banacon ES, Campao Occ PS, Campao ES, Corte-Baud ES, Jagoliao ES, Tugas ES		whole year
	Getafe 1 CES		September - December
	Sr. Niño ES, Pandanon ES		October - December
<b>7. GETAFE 2</b> Victoria P. Nistal	Saguise ES		whole year
	Taytay ES		November - December
	Cagmundo ES		December
	Handumon NHS (Jr. & Sr.)		October - December
<b>8. INABANGA NORTH</b> Rick T. Ojendras	All schools		July - December
<b>9. INABANGA SOUTH</b> Carolyn G. Cloma	Badiang, Cagawasan, Dagnawan, Lutao ES, Dagnawan HS (Jr. & Sr.)		whole year
	Banahaw ES, Ilijan ES, Luyo PS & Sto. Rosario ES	November - December	whole year
	Dagohoy, Tungod ES	October - December	whole year
	U-og Ubujan ES,	September - December	whole year
	Mabuhay PS, Cainsican ES,	July - December	whole year
	Cawayan ES, Inabanga South CES	August - December	whole year
	Bahan PS, Lomboy PS, Lonoy PS, Tambooc Ps	whole year	whole year
	Lutao ES		October - December
<b>10. PRES. CPG</b> Trina Grace M. San Jose	All schools except	whole year	whole year
	Basiao HS (Jr. & Sr.) and Bonbonon HS (Jr. & Sr.)		whole year
<b>11. SAGBAYAN</b>	All schools	whole year	whole year
<b>12. SAN ISIDRO</b>	All schools	whole year	whole year
<b>13. SAN MIGUEL</b> Ma. Regine T. Oncines	All schools		December
<b>14. TALIBON 1</b> Keizyl Ann B. Auxtero	Balintawak ES, San Agustin ES, San Pedro ES, San Roque ES		
	Talibon 1 CES & Zamora ES, San Isidro ES		December
	San Isidro HS (Jr. & Sr.), Santo Niño HS (Jr. & Sr.) and Sikatuna Nat'I Agri HS (Jr. & Sr.)		November - December
	Pres. CPG MHS (Jr. & Sr.)	September - December	whole year
<b>15. TALIBON 2</b> Marissa A. Centino	Calituban ES, Cataban ES, JAO ES, Calituban NHS (Jr. & Sr.)	whole year	January - December
	Noconcan ES, P/Lt. E.B. ARTIAGA (BACBACAN), San Franciso ES, Talibon 2 Central ES & Guidacpan HS		December
	Bagacay ES, Bansa ES, Guindacpan ES, Mahanay ES, Sag ES, Cataban IS Jr. & Sr., Mahanay HS	May - December	January - December
	Alejandro P. Gurrea ES	April - December	became IUS Jan. 2023
	Domingo R. Yana ES, Busalian ES	April - December	whole year
	Mayor Catalano Y. Casoyla MHS Jr. & Sr.		whole year

**DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED**

CD 2

Districts	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
<b>16. TRINIDAD 1</b> Juvy Enoc	All schools		December
<b>17. TRINIDAD 2</b> Ma. Corazon T. Acero	All schools except M. Roxas ES	November - December	whole year whole year
<b>18. UBAY 1</b> Stephen A. Sabaña	Archilla ES, Calanggaman, Humayhumay, Tres Reyes, Tubog, P. Bernaldes Jr. & Sr., Tapal Jr & Sr., Ubay NHS Jr.	whole year	whole year
	Pangpang ES, Tuburan ES		whole year
<b>19. UBAY 2</b> Rona D. Cabajog	All schools except		whole year
	Guintaboan ES		September - December
	Imelda ES & Juagdan ES	September - December	whole year
	San Vicente ES	August - December	whole year
<b>20. UBAY 3</b>	All schools except	whole year	
	Hambabauran HS Sr.	whole year	August - December
	Hambabauran HS Jr., Ilijan & California ES	whole year	October - December
	RICARDO O. BOYLES SR. NHS	whole year	July - December
	Gov. Boyles ES	whole year	May - December



**DISTRICTS WITH NO BANK RECONCILIATION STATEMENTS SUBMITTED**

CD 3

Districts	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
1. ALICIA Janeth O. Centino	All schools except	whole year	whole year
	Katipunan High School (Jr. & Sr.)		whole year
2. ANDA Jaime D. Enriquez	All schools		December
3. BATUAN Eugene S. Canada	All schools		December
4. BILAR Melissa C. Handumon	All schools except	whole year	whole year
	Bilar CES, Cabacnitan ES, Campagao ES, Owac ES & Villa Aurora ES		whole year
	Rizal ES		October - December
	Roxas ES		August - December
5. CANDIJAY Wineda D. Baliang	All schools except	whole year	whole year
	Anoling, Boyoan, Cadapdapan, Canawa, Lungsodaan, Mahangin		November - December
	Pangpang, Tugas		whole year
	Candijay ES		August - December
	La Union ES, Anoling NHS (Sr.)		whole year
	Luan ES		October - December
	Tubod ES		July - November
	Anoling NHS Jr.	July - December	whole year
6. CARMEN 1 Robelyn C. Loquias	Alegria, Calatrava, Lapulapu, Nueva Fuerza, Tamboan ES and Valeriano A. Ganas HS		July - December
	Policronio Dano (Jr. & Sr.)	whole year	whole year
	La Libertad ES, Montevideo ES		December
7. CARMEN 2			
8. CARMEN 3 Eriz Cresil S. Curan	All schools		December
	El Progreso ES		November - December
9. DIMIAO Irma P. Diola	All schools except		whole year
	Banban ES, Bauhugan ES, Cadap-agan ES, Lapsa-on ES & Tangohay PS	whole year	whole year
10. DUERO Cherry Pie C. Baldimor	All schools except	whole year	whole year
	Duay PS, Duero Central ES, Payao, Guinsularan and Buayahan ES	whole year	whole year
11. GARCIA-HERNANDEZ Maridette L. Laron	All schools		October - December
12. GUINDULMAN Evegin L. Cagampang	All schools except		December
	Lombog ES	September - December	whole year
	Mayuga NHS (Jr.)	whole year	whole year
	Mayuga NHS (Sr.)		February - December
13. JAGNA Rowena B. Millabangco	All schools except		August - December
	Boctol ES, Cantuyoc ES & Naatang ES		April - December
	Bunga Ilaya ES, Cambugason ES, Can-ipol ES		February - December
	Cabunga -an ES		July - December
	Malbog ES, Faraon NHS Sr.		May - December
	Odiong ES		March - December
	Canjulao ES, Jagna CES, Calabacita NHS (Jr. ), Faraon NHS (Jr.)		January - December
	Calabacita NHS Sr., Jagna HS (Jr. & Sr.), Tubod Monte IS (Jr. & Sr.)		November - December
	Lonoy MHS Junior		August - November
Lonoy MHS Senior	December	January - December	
14. LILA Reynamarie Arendain	All schools except	whole year	whole year
	Calvario ES	whole year	July - December
	Lila Central ES, Malinao ES & Tuguis ES	whole year	November - December
	Macalingin PS	whole year	August - December
	Taug PS	whole year	October - December
15. LOAY Marilyn Jasmin T. Mahinay	All schools except	whole year	whole year
	Villalimpia ES	July - December	whole year

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CD 3

Districts	Name of Schools	Months w/out BRS 2022	Months w/out BRS 2023
<b>16. LOBOC</b> Cherry Ann Pocot	All schools except		whole year
	Felipa PS, Agape ES, Bartolome Doria ES, Bugho ES, Can-dabong ES, Jimilan PS, Triple Union ES	whole year	whole year
	Camaya-an NHS (Jr. & Sr.)		October - December
<b>17. MABINI</b> Maria Luisa L. Virador	All schools except	July - December	whole year
	Abaca ES, Abad Santos PS, Aguipo ES, Banlas ES, Bay-bayon ES, Cawayanan ES, Marcelo ES, Minol ES, Tambo ES	whole year	whole year
	Cabidian, Lungsodaan, Valaga ES Minol ES, Tambo ES and Valaga ES		October - December
<b>18. PILAR</b> Michelle C. Bactasa	All schools except	whole year	whole year
	Bagumbayan ES, Bayong ES and Ilaud ES		October - December
	Del Pilar ES and Lundag ES		September - December
	Aurora ES, Pamacsalan ES and Rizal ES		April - December
	Lumbay ES		August - December
<b>19. SEVILLA</b> Maricel D. Guingao	All schools		January - December
<b>20. SIERRA - BULLONES</b> Melissa Mae Jumao-as	All schools except		October - December
	Cahayag ES, Canlangit ES, Concepcion, Danicop, Lataban Salvador, Sta. Cruz ES & Nan-od HS (Jr.)		July - December
	Anibongan ES, Canta-ub ES, Dusita, Magsaysay, Nan-od, San Isidro ES, San Jose ES & Villa Garcia ES		November - December
<b>21. VALENCIA</b> Jessa Sumayo	All schools except		whole year
	Balingasao ES, Limokon ES	October - December	whole year
	Anas ES	November - December	whole year
	Mayor Pablo Lim NHS (Jr.)	July - December	whole year
	Tausion ES	December	whole year
	Ticum ES	whole year	whole year