



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

**Office of the Schools
Division Superintendent**

March 14, 2024

DIVISION MEMORANDUM
No. 131, s. 2024

CLOSURE OF ATM ACCOUNTS INTENDED FOR MOOE

To: Public Schools District Supervisors
Non - IU Secondary and Elementary School Principals/Heads
Senior Bookkeepers
All Others Concerned

1. Pursuant to DepEd Order No. 29 s, 2019 Procedural Guidelines on the Management of Cash Advances for School Maintenance and Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019 – 1, Section VI, Paragraph No. 31 which states:

“BANK ACCOUNTS OF NON-IUS THAT ALREADY EXIST PRIOR TO THE ISSUANCE OF THESE GUIDELINES SHALL BE CLOSED, in coordination with the BTr Regional Office as required, subject to the usual accounting and auditing rules and regulations, and another bank account shall be subsequently opened in accordance with these guidelines.”

2. This office hereby instructs all Accountable Officers holding ATM Accounts for School MOOE to visit the servicing banks and close the account. Any available balance after closing the account shall be returned to the Bureau of Treasury thru the Division Office. Attached herewith is the recommendation letter for the closure of these accounts.
3. In this regard, all Senior Bookkeepers are instructed to work with the concerned school heads with regards to the aforementioned transaction. Further, bookkeepers are to monitor the implementation of this directive by filling out information required in this link:

<https://tinyurl.com/bdd387es>

4. Immediate and wide dissemination of this memorandum is hereby directed.

CASIANA P. CABERTE PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



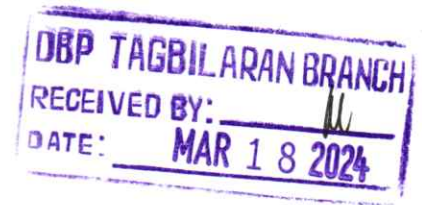
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Division of Bohol



March 8, 2024

AM ERZON E. GAMUS
Branch Head
Development Bank of the Philippines
Tagbilaran Branch
Tagbilaran City

Dear Sir,

Warm greetings!

This is in connection to the directive of DepEd – Division of Bohol to all Accountable Officers to close ATM accounts intended for MOOE that is no longer being utilized since we are currently implementing DepEd Order 29, s. 2019 which is to download the MOOE to the Checking accounts of the schools.

With this letter serving as recommendation from the DepEd – Bohol Division for the closure of the aforementioned accounts, I am requesting that your Tagbilaran Office and the BDP Branches in Tubigon and Ubay process the closure of the ATM accounts pertaining to school MOOE upon personal appearance of the Accountable Officer to the branch where the ATM Account was opened. Any available balance after closing shall be released to the accountable officer for deposit to the Bureau of Treasury thru the Division Office.

I am hoping for favorable action from your good office on this matter.

Thank you and God bless!

Very truly yours,

CASIANA P. CABERTE, PhD CESO VI
Assistant Schools Division Superintendent
Office-in-Charge
Office of the Schools Division Superintendent
DepEd – Division of Bohol



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