



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

**Office of the Schools
Division Superintendent**

April 24, 2024

DIVISION MEMORANDUM
No. 201, s. 2024

**REMINDING ALL ACCOUNTABLE OFFICERS OF THE BANK ACCOUNT CHANGE
SIGNATORY**

To: Public Schools District Supervisors
School Principals/Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. We have learned that despite the movement of School Heads to their new station/place of assignment, leave of absence (*more than 1 month*), reinstatement of accountable officers after taking a leave of absence, retirement, and separation of accountable officers, still many have not turned over their financial accountabilities to the new school heads which leads to delays in processing and misunderstanding regarding their responsibilities.
2. **This instructs all concerned personnel (*accountable officers with the assistance of the Senior Bookkeepers and Administrative Officers II*) affected by the changes stated above to process the change of Bank Account Signatory the soonest time possible for the movement of School Heads.**
3. **At least one month of processing for change of signatory is also advised for those who will be taking a leave of absence, retiring, or transferring to other offices other than DepEd-Bohol.**
4. The following requirement for change signatory shall be submitted by the Accountable Officer to the respective bookkeepers, Administrative Officer II in the district, and to the respective CD coordinators in the Division Office:
 - a. 5 copies of Annex C
 - b. 5 copies of Annex I
 - c. SDS Approved Designation or recommendation letter (for incoming signatory)
 - d. 2 copies of District and School Clearance (for both incoming and outgoing signatories) must include the District Bookkeeper as signatory and must specify the date the clearance was granted



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- e. Clear copy of updated passbook (complete from the first page up to the most recent transaction, including page with account information/details)
 - f. Clear copy of checkbook updated running balance monitoring including page with account information/details
 - g. E-confirmation letter of updated fidelity bond of the incoming signatory
 - h. Copy of signed Report of Checks Issued (RCI)
 - i. Copy of signed Cash Disbursement Register (CDR)
 - j. Copy of report of Cancelled Checks (if applicable)
 - k. Copy of list of Outstanding Checks (if applicable)
 - l. Photocopy of the **FIRST AND LAST** unissued check (for serial number validation)
5. Immediate, wide dissemination, and strict compliance of this memorandum is hereby directed.

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

EML/ASDS/OFFICE/INITIALS OF THE HEAD/initials of the encoder

FERMIN M. ALBUTRA
Administrative Officer V
DepEd - Bohol

4/24/24