



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

Office of the Schools
Division Superintendent

October 28, 2025

DIVISION MEMORANDUM
No. 744, s. 2025

**DISSEMINATION OF LANDBANK LETTER RE: SCHEDULE OF MEETING FOR
ACCOUNT OPENING**

To: Assistant Schools Division Superintendent
Chief CID & SGOD
Public Schools District Supervisors
All Others Concerned

Attached herewith is a letter from the **Land Bank of the Philippines (LANDBANK)** regarding the **coordination meeting** with all Public Schools District Supervisors and concerned SDO personnel for the **opening of new school accounts** and facilitation of the **transition of financial operations** in accordance with the LANDBANK Digital Onboarding System (DOBS).

The meeting is scheduled as follows:


- **Date:** November 10, 2025
- **Time:** 9:00 a.m.
- **Venue:** To be announced later

Attendance to this meeting is **mandatory** for all concerned personnel, as it will provide essential orientation and procedural guidance on account opening requirements and implementation processes.

Public Schools District Supervisors (PSDS) travel claims and other applicable DTE chargeable to Division Office funds subject to the usual accounting and auditing rules and regulations.

This memorandum serves as TRAVEL ORDER.

For guidance, wide dissemination and strict compliance.


FAY C. LUAREZ, EdD, PhD, TM, CESO VI
Schools Division Superintendent



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October 28, 2025

DR. FAY C. LUAREZ

Schools Division Superintendent
Department of Education- Bohol Division
Tagbilaran City, Bohol

Subject: Schedule of Meeting for Account Opening

Dear Ma'am Luarez,

Greetings from LANDBANK!

In line with our ongoing efforts to ensure a seamless and smooth on-boarding process, may we respectfully seek your approval to conduct a coordination meeting with all school district heads to discuss the opening of new accounts and to facilitate a smooth transition of financial operations in accordance with our latest guidelines and digital process thru the LANDBANK DOBS.

The meeting will be scheduled as follows:

Date : November 10, 2025

Time : 9:00am

Venue : To be announce later

Agenda:

1. Orientation and actual account opening procedures through LANDBANK DOBS
2. Requirements and documentation
3. Transition timeline and responsibilities
4. Addressing issues and concerns

Their presence and participation are highly encouraged as this meeting will provide important clarifications and ensure all school districts are aligned with the scheduling of account opening at their preferred LANDBANK Branches.

We look forward for your approval. Thank you for your continued support.

Very truly yours,



MA. GRACIA G. GALANO