



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

Office of the Schools  
 Division Superintendent

February 16, 2026

DIVISION MEMORANDUM  
 No. 126, s. 2026

**DISTRICT DOCUMENTATION FOR INDIVIDUAL PAYROLL ACCOUNT OPENING**

To: Assistant Schools Division Superintendents  
 Chiefs – SGOD  
 Public Schools District Supervisors  
 School Principals / Heads  
 Administrative Officers II  
 Senior Bookkeepers  
 All Others Concerned

1. In reference to Division Memorandum Nos. 744, s. 2025 and 782, s. 2025 regarding the opening of Individual Payroll Accounts with the Landbank of the Philippines, this Office requires all District Administrative Officers II (AO II) to submit a hard copy of the required report to the Schools Division Payroll Section of the Division Office. The prescribed report format is attached as Annex A. The same data must also be submitted through the designated online links provided below:

| Category | Level      | Link   |
|----------|------------|--|
| NON- IUS | Elementary | <a href="https://tinyurl.com/2026LBPPayrollAccountListing">https://tinyurl.com/2026LBPPayrollAccountListing</a>    |
| NON- IUS | Secondary  | <a href="https://tinyurl.com/SECCHOOLS2026LBPAccount">https://tinyurl.com/SECCHOOLS2026LBPAccount</a>              |
| IUS      | Secondary  | <a href="https://tinyurl.com/2026IUSCHOOLLBPACCOUNT">https://tinyurl.com/2026IUSCHOOLLBPACCOUNT</a><br>tinyurl.com |



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Deped Tayo Bohol Division





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2. The **District Administrative Officer II** must verify that the hard copies and the data provided in the designated link are consistent and accurate. To maintain the integrity and credibility of the data, access to the link shall be restricted exclusively to authorized DepEd email accounts.
3. All Administrative Officers II assigned to schools are reminded to submit both signed hard copies and soft copies of the required data to their respective District AO II. The District AO II shall consolidate all submissions and forward them to the Division Office. The deadline for submission and completion of the online forms is February 28, 2026.
- 3 Public Schools District Supervisors (PSDS) / Acting PSDS are directed to closely monitor compliance and provide necessary assistance to the District Administrative Officers II regarding any related concerns.
- 4 Immediate dissemination of this memorandum to all concerned and strict compliance are hereby enjoined.

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

**DepEd Division of Bohol**  
**DISTRICT DOCUMENTATION FOR INDIVIDUAL PAYROLL ACCOUNT OPENING**

Date of Submission: \_\_\_\_\_

| DISTRICT | SCHOOL | SCHOOL ID | STATION CODE | EMPLOYEE NUMBER | NAME(SURNAME, FIRST NAME, MIDDLE NAME) BASED ON | LBP ACCOUNT NAME | LBP PAYROLL ACCOUNT NUMBER | LBP BRANCH (WHERE PAYROLL) | STATUS (REGULAR) | DATE HIRED (MM/DD/YYYY) |
|----------|--------|-----------|--------------|-----------------|---|------------------|----------------------------|----------------------------|------------------|-------------------------|
| 1        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 2        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 3        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 4        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 5        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 6        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 7        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 8        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 9        |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 10       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 11       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 12       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 13       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 14       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 15       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 16       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 17       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 18       |        |           |              |                 |   |                  |                            |                            |                  |                         |
| 19       |        |           |              |                 |   |                  |                            |                            |                  |                         |

NOTHING FOLLOWS

CONSOLIDATED BY

CERTIFIED CORRECT

(SIGNATURE OVER PRINTED NAME)

(SIGNATURE OVER PRINTED NAME)

DISTRICT ADMINISTRATIVE OFFICER II

PSDS