



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

Office of the Schools
Division Superintendent

June 3, 2026

DIVISION MEMORANDUM

No. **354**, s. 2026

LANDBANK WEACCESS FACILITY ENROLLMENT

To:

Assistant Schools Division Superintendent
Division Chiefs (SGOD/CID)
Public Schools District Supervisors/APSDS
School Heads
Administrative Officers II
Senior Bookkeepers
All Others Concerned

1. Pursuant to Division Memorandum No. 177, s. 2026, entitled *Status Update on the Transfer of DepEd Bohol Servicing Banks*, all Accountable Officers are hereby reminded to immediately proceed with the opening of their LANDBANK accounts, taking into consideration the validity period of the Bureau of the Treasury (BTr) approval.
2. In preparation for the transfer of servicing banks, all schools are likewise required to facilitate the enrollment in the **LANDBANK weAccess Facility** upon account opening. This facility will enable School Heads to improve check management and facilitate comprehensive financial reporting. It will also allow Administrative Officers II and Senior Bookkeepers to monitor issued checks, request new checkbooks, view and download transaction details, monitor account balances, verify downloaded school MOOE allocations online, and generate bank statements for bank reconciliation purposes.
3. To avail of the facility, the Accountable Officer must secure the approval of the Schools Division Superintendent and accomplish the **Endorsement for weAccess Facility Enrollment** (refer to the attached format). This endorsement is one of the requirements for enrollment in the facility. Also attached is the list of current LANDBANK Branch Heads who shall serve as addressees of the endorsement. Assigned Administrative Officers II and Senior Bookkeepers shall facilitate the transmittal of the endorsement to the Division Office and ensure the approved endorsement is provided to the Accountable Officer.
4. In addition, schools must coordinate with their designated LANDBANK depository branch for the submission of documentary requirements and enrollment forms. Access to the facility shall be granted to the Accountable Officer, assigned Administrative Officer II, and Senior Bookkeeper.



Address: 0050 Lino Chatto Barangay Cogon,
Tagbilaran City, Bohol
Telephone No.:
email Address: deped.bohol@deped.gov.ph
www.depedbohol.org

Deped Tayo Bohol Division





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

The following forms must be accomplished and submitted:

- a. **weAccess Enrollment and Maintenance Agreement Form** – one (1) copy
- b. **Account Access Profile Form** – one (1) copy each for the Accountable Officer, assigned Administrative Officer II, and Senior Bookkeeper
- c. **User Profile**-one (1) copy each for the Accountable Officer, assigned Administrative Officer II, and Senior Bookkeeper

Attached copies of the forms are provided for guidance during the enrollment process.

5. Administrative Officers II are directed to update the SDO Monitoring Link upon completion of the checking account opening and enrollment in the weAccess Facility.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby enjoined.

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

LBP BRANCH	Branch Head
1. Tagbilaran Branch (Capitol)	Ma Gracia G. Galano
2. Tagbilaran City Hall Branch	Liezl N. Manilhig
3. CPGarcia Branch	Ana Liza L. Valmoria
4. Carmen Branch	Venus D. Vallesteros
5. Tubigon Branch	Michelle Pinky M. Indoyon
6. Talibon Branch	Samuel S. Torrenueva
7. Ubay Agrihub Branch	Jasmin D. Canada
8. Jagna Branch	Geoffrey Estrada

Instructions for Completing the Endorsement and Enrollment Form

As advised by the LandBank Branch Head, since a Non-IU school does not have its own TIN, each school should use the DepEd Central Office TIN **460-183-033** combined with its **6-digit School ID** when completing the weAccess Enrollment and Agreement Form. This will serve as the school's unique identification and will distinguish it from the Division Office account.



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

Office of the Schools Division Superintendent

June 3, 2026

MICHELLE PINKY M. INDOYON

Branch Head

Land Bank of the Philippines - Tubigon Branch

B. Cabangbang St., Potohan, Tubigon, Bohol

SUBJECT: Endorsement for Opening of Schools Checking Account and weAccess facility

Madam:

This is to formally endorse the opening of a **Schools Checking Account** and **weAccess facility** for **Mabuhay Primary School**.

In line with this request, we also seek enrollment in the **Schools Checking Account** and **weAccess facilities** to ensure efficient, secure, and transparent financial transactions.

The following are the account details:

Account Name	: MABUHAY PRIMARY SCHOOL
TIN	: 460-183-033-118-406
School ID	: 118406
Authorized Signatory	: BULAK P. BUTAL, School Principal

The following are to be enrolled in weAccess as Users:

School Head/Accountable Officer	: BULAK P. BUTAL
Assigned Administrative Officer II	: JUANA DELA CRUZ
Assigned Administrative Assistant III	: MANUEL M. QUIZON

Should there be any additional requirements needed to facilitate the processing of this endorsement, please let us know.

Thank you for your kind assistance.

Very truly yours,

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



- New Enrolment
- Update Enrolment
- Delete

weAccess ENROLLMENT AND MAINTENANCE AGREEMENT FORM

INSTITUTION PROFILE			
Institution Name		Short Name	
Address		ZIP Code	Country
No.	Street	Barangay/District	Municipality/City Province
Telephone Number		Fax Number	Tax Identification Number (TIN)
Area Code	Telephone Number	Ext.	Area Code Telephone Number
BIR Registered Name		Institution's Email Address ^{1/}	
		Corporate Type ^{2/}	

SUBSIDIARIES		
INSTRUCTIONS	INSTITUTION NAME	TAX IDENTIFICATION NUMBER (TIN)
		- - - -
		- - - -

THIRD PARTY ACCOUNTS		
As Fund Transfer Destination		
INSTRUCTIONS	ACCOUNT TAG ^{3/}	ACCOUNT NUMBER
		- - - -
		- - - -
As Auto-Debiting Source		
INSTRUCTIONS	ACCOUNT TAG ^{3/}	ACCOUNT NUMBER
		- - - -
		- - - -

BILLS PAYMENT		
INSTRUCTIONS	MERCHANT NAME	REFERENCE NUMBER

STATEMENT OF ACCOUNT		
Mode of Sending of SOA: <input type="checkbox"/> Email <input type="checkbox"/> SFTP <input type="checkbox"/> SWIFT SWIFT Address: _____	SOA Formats for sending: <input type="checkbox"/> MT940 <input type="checkbox"/> Multicash <input type="checkbox"/> CSV <input type="checkbox"/> HTM <input type="checkbox"/> SWIFT Format	Schedule of Sending SOA: <input type="checkbox"/> Daily <input type="checkbox"/> Monthly

ACKNOWLEDGMENT	
This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.	
_____ Signature over Printed Name of Authorized Signatory	_____ Date

FOR BANK USE		
SERVICING BRANCH/EO		
Reviewed by	Verified by	Approved by

Notes: (1) Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing Follows" immediately after the last item.
 (2) Please use additional sheets, if necessary.

^{1/} The designated email address where notices from the weAccess Facility shall be sent.
^{2/} e.g. GOCC, NGA, LGU, Private Corporation, Partnership, Cooperative, SME, Educational and Health Institution, Development Partner, Religious and Charitable Organization, Commercial/Universal Bank, Thrift Bank, Rural Bank, Other Financial Intermediary, NGO/People Organization/Association, Micro-Enterprise, Sole Proprietorship
^{3/} The designated account description with a maximum of 15 alphanumeric characters (e.g. Payroll Account).

ACCOUNT ACCESS PROFILE		
INSTRUCTIONS	ACCOUNT NUMBER	ACCOUNT TAG ^v
Add	- - -	
FUND TRANSFER <input type="checkbox"/> Source Account <input type="checkbox"/> Destination Account		BULK INTER-BANK FUND TRANSFER (via PESONet)
Authorization Rule	Amount Range	Authorization Rule Amount Range
BILLS PAYMENT		LOAN PAYMENT
Authorization Rule	Amount Range	Authorization Rule Amount Range
AUTO CREDITING REQUEST		AUTO DEBITING REQUEST
Authorization Rule	Amount Range	Authorization Rule Amount Range
ATM PAYROLL		CURRENT ACCOUNT SERVICES (Checkbook Reorder)
Authorization Rule	Amount Range	Authorization Rule Amount Range
ACIC FILE UPLOAD		ACCOUNT TAG
Authorization Rule	Amount Range	Authorization Rule Amount Range
FUND SWEEPING <input type="checkbox"/> Mother Account <input type="checkbox"/> Satellite Account		
INWARD SWEEP (Group, Scheduled, Manual Inward Sweep Request)		OUTWARD SWEEP (Group, Manual Outward Sweep Request)
Authorization Rule	Amount Range	Authorization Rule Amount Range
REPORTS <input type="checkbox"/> Downloadable Reports <input type="checkbox"/> Viewable Reports <input type="checkbox"/> Salary Related Reports <input type="checkbox"/> Adhoc Reports - Bills Payment Gov't <input type="checkbox"/> Merchant Reports <input type="checkbox"/> ePayments Reports <input type="checkbox"/> Loan Profile Reports <input type="checkbox"/> Others		
INSTRUCTIONS	ACCOUNT NUMBER	ACCOUNT TAG ^v
- - -	- - -	
FUND TRANSFER <input type="checkbox"/> Source Account <input type="checkbox"/> Destination Account		BULK INTER-BANK FUND TRANSFER (via PESONet)
Authorization Rule	Amount Range	Authorization Rule Amount Range
BILLS PAYMENT		LOAN PAYMENT
Authorization Rule	Amount Range	Authorization Rule Amount Range
AUTO CREDITING REQUEST		AUTO DEBITING REQUEST
Authorization Rule	Amount Range	Authorization Rule Amount Range
ATM PAYROLL		CURRENT ACCOUNT SERVICES (Checkbook Reorder)
Authorization Rule	Amount Range	Authorization Rule Amount Range
ACIC FILE UPLOAD		ACCOUNT TAG
Authorization Rule	Amount Range	Authorization Rule Amount Range
FUND SWEEPING <input type="checkbox"/> Mother Account <input type="checkbox"/> Satellite Account		
INWARD SWEEP (Group, Scheduled, Manual Inward Sweep Request)		OUTWARD SWEEP (Group, Outward Sweep Request)
Authorization Rule	Amount Range	Authorization Rule Amount Range
REPORTS <input type="checkbox"/> Downloadable Reports <input type="checkbox"/> Viewable Reports <input type="checkbox"/> Salary Related Reports <input type="checkbox"/> Adhoc Reports - Bills Payment Gov't <input type="checkbox"/> Merchant Reports <input type="checkbox"/> ePayments Reports <input type="checkbox"/> Loan Profile Reports <input type="checkbox"/> Others		
ACKNOWLEDGMENT		
This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.		
_____ Signature over Printed Name of Authorized Signatory		_____ Date

Notes: (1) Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing Follows" immediately after the last item.
 (2) Please use additional sheets, if necessary.

^v The designated account description with a maximum of 15 alphanumeric characters.



LAND BANK OF THE PHILIPPINES

Branch

Remarks: _____

Name of Institution	Short Name (For Updating)
---------------------	---

USER PROFILE

Name					
First Name		Middle Name		Last Name	
Address					
No. Street		Barangay/District		Municipality/City	
Province		ZIP Code		Country	
User ID		Position/Designation		Date of Birth	
Gender		E-mail Address			
SOA Recipient via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		Contact Number/s		Civil Status	
Landline		Mobile		<input type="radio"/> Single <input type="radio"/> Divorced <input checked="" type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Widowed	
Challenge Questions		Tax Identification Number (TIN)		FOR BANK USE ONLY	
1. Mother's Complete Maiden Name		[REDACTED]		Internet Password Mailer ID	
2. Name of High School		[REDACTED]		[REDACTED]	
3. Grandfather's Name		[REDACTED]		[REDACTED]	

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
[REDACTED]	[REDACTED]	[REDACTED]	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

ACKNOWLEDGMENT

This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.

[REDACTED]	[REDACTED]	[REDACTED]
Signature over Printed Name of User	Signature over Printed Name of Authorized Signatory	Date



LAND BANK OF THE PHILIPPINES

Tagbilaran

Branch

- New Enrolment
- Update Enrolment
- Delete

weAccess ENROLLMENT AND MAINTENANCE AGREEMENT FORM

INSTITUTION PROFILE			
Institution Name MABUHAY PRIMARY SCHOOL		Short Name MPS	
Address PUROK 1 , BANLASAN, TUBIGON, BOHOL		ZIP Code 6329	Country PHILS
Telephone Number 9874561230	Fax Number [REDACTED]	Tax Identification Number (TIN) 460 183 - 033 118	
Date of Incorporation 01 - 21 - 1901		Corporate Type ^{2/} NGA	
BIR Registered Name MABUHAY PRIMARY SCHOOL		Institution's Email Address ^{1/} 111222@DEPED.GOV.PH	

SUBSIDIARIES		
INSTRUCTIONS	INSTITUTION NAME	TAX IDENTIFICATION NUMBER (TIN)
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

THIRD PARTY ACCOUNTS		
As Fund Transfer Destination		
INSTRUCTIONS	ACCOUNT TAG ^{3/}	ACCOUNT NUMBER
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
As Auto-Debiting Source		
INSTRUCTIONS	ACCOUNT TAG ^{3/}	ACCOUNT NUMBER
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

BILLS PAYMENT		
INSTRUCTIONS	MERCHANT NAME	REFERENCE NUMBER
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

STATEMENT OF ACCOUNT		
Mode of Sending of SOA: <input type="checkbox"/> Email <input type="checkbox"/> SFTP <input type="checkbox"/> SWIFT SWIFT Address: _____	SOA Formats for sending: <input type="checkbox"/> MT940 <input type="checkbox"/> Multicash <input type="checkbox"/> CSV <input type="checkbox"/> HTM <input type="checkbox"/> SWIFT Format	Schedule of Sending SOA: <input type="checkbox"/> Daily <input type="checkbox"/> Monthly

ACKNOWLEDGMENT	
This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.	
_____ BULAK P. BUTAL Signature over Printed Name of Authorized Signatory	_____ June 3, 2026 Date

FOR BANK USE		
SERVICING BRANCH/EO		
Reviewed by	Verified by	Approved by

Notes: (1) Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing Follows" immediately after the last item.
 (2) Please use additional sheets, if necessary.

^{1/} The designated email address where notices from the weAccess Facility shall be sent.
^{2/} e.g. GOCC, NGA, LGU, Private Corporation, Partnership, Cooperative, SME, Educational and Health Institution, Development Partner, Religious and Charitable Organization, Commercial/Universal Bank, Thrift Bank, Rural Bank, Other Financial Intermediary, NGO/People Organization/Association, Micro-Enterprise, Sole Proprietorship
^{3/} The designated account description with a maximum of 15 alphanumeric characters (e.g. Payroll Account).

ACCOUNT ACCESS PROFILE

INSTRUCTIONS		ACCOUNT NUMBER		ACCOUNT TAG ^{1/}	
Add		0612 - 3456 - 78		MABUHAY PRIMARY SCHOOL	
<input type="checkbox"/> Source Account <input type="checkbox"/> Destination Account FUND TRANSFER Authorization Rule Amount Range			BULK INTER-BANK FUND TRANSFER (via PESONet) Authorization Rule Amount Range		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
BILLS PAYMENT			LOAN PAYMENT		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
AUTO CREDITING REQUEST			AUTO DEBITING REQUEST		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
ATM PAYROLL			CURRENT ACCOUNT SERVICES (Checkbook Reorder)		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
ACIC FILE UPLOAD			ACCOUNT TAG		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
FUND SWEEPING <input type="checkbox"/> Mother Account <input type="checkbox"/> Satellite Account					
INWARD SWEEP (Group, Scheduled, Manual Inward Sweep Request) AUTHORIZATION RULE Amount Range			OUTWARD SWEEP (Group, Manual Outward Sweep Request) AUTHORIZATION RULE Amount Range		
REPORTS <input type="checkbox"/> Downloadable Reports <input type="checkbox"/> Salary Related Reports <input type="checkbox"/> ePayments Reports <input type="checkbox"/> Adhoc Reports - Bills Payment Gov't <input type="checkbox"/> Loan Profile Reports <input type="checkbox"/> Viewable Reports <input type="checkbox"/> Merchant Reports <input type="checkbox"/> Others					

INSTRUCTIONS		ACCOUNT NUMBER		ACCOUNT TAG ^{1/}	
<input type="checkbox"/> Source Account <input type="checkbox"/> Destination Account FUND TRANSFER Authorization Rule Amount Range			BULK INTER-BANK FUND TRANSFER (via PESONet) Authorization Rule Amount Range		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
BILLS PAYMENT			LOAN PAYMENT		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
AUTO CREDITING REQUEST			AUTO DEBITING REQUEST		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
ATM PAYROLL			CURRENT ACCOUNT SERVICES (Checkbook Reorder)		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
ACIC FILE UPLOAD			ACCOUNT TAG		
AUTHORIZATION RULE Amount Range			AUTHORIZATION RULE Amount Range		
FUND SWEEPING <input type="checkbox"/> Mother Account <input type="checkbox"/> Satellite Account					
INWARD SWEEP (Group, Scheduled, Manual Inward Sweep Request) AUTHORIZATION RULE Amount Range			OUTWARD SWEEP (Group, Outward Sweep Request) AUTHORIZATION RULE Amount Range		
REPORTS <input type="checkbox"/> Downloadable Reports <input type="checkbox"/> Salary Related Reports <input type="checkbox"/> ePayments Reports <input type="checkbox"/> Adhoc Reports - Bills Payment Gov't <input type="checkbox"/> Loan Profile Reports <input type="checkbox"/> Viewable Reports <input type="checkbox"/> Merchant Reports <input type="checkbox"/> Others					

ACKNOWLEDGMENT

This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.

BULAK P. BUTAL

Signature over Printed Name of Authorized Signatory

June 3, 2026

Date

Notes: (1) Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing Follows" immediately after the last item. (2) Please use additional sheets, if necessary.

* The designated account description with a maximum of 15 alphanumeric characters.



LAND BANK OF THE PHILIPPINES
TAGBILARAN Branch

Remarks: _____
(For Updating)

Name of Institution MABUHAY PRIMARY SCHOOL	Short Name MPS
--	--------------------------

USER PROFILE

Name First Name: BULAK	Middle Name: PROTASIO	Last Name: BUTAL
Address PUROK 1, BANLASAN, TUBIGON, BOHOL		
No. 123456	Street SCHOOL HEAD	Barangay/District BOHOL
Municipality/City	Province	ZIP Code 6329
Country BOHOL	E-mail Address MabuhayPs@DEPED.GOV.PH	
User ID 123456	Position/Designation SCHOOL HEAD	Gender Female
Date of Birth 06 - 19 - 1961		Civil Status <input type="radio"/> Single <input type="radio"/> Divorced <input checked="" type="radio"/> Married <input type="radio"/> Separated <input type="radio"/> Widowed
SOA Recipient via email? <input type="checkbox"/> Yes <input type="checkbox"/> No		Tax Identification Number (TIN) 123 - 456 - 789 - 000
Contact Number/s Landline: 09874561230		FOR BANK USE ONLY Internet Password Mailer ID [] - [] - [] - [] - [] - []
Challenge Questions 1. Mother's Complete Maiden Name: TEODORA ALONSO 2. Name of High School: ATENEO DE MANILA UNIVERSITY 3. Grandfather's Name: LORENZO ALBERTO ALONSO		

INSTRUCTIONS	USER TYPE ^{1/}	ACCOUNT NUMBER	ACCESS RIGHTS (pls. check applicable modules)
Add	Maker	0612 - 3456 - 78	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance
[]	[]	[] - [] - []	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance
[]	[]	[] - [] - []	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance
[]	[]	[] - [] - []	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance
[]	[]	[] - [] - []	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance
[]	[]	[] - [] - []	<input checked="" type="checkbox"/> Account Information ^{2/} <input type="checkbox"/> Loan Profile <input checked="" type="checkbox"/> Administration <input type="checkbox"/> ATM Payroll <input checked="" type="checkbox"/> Customization <input type="checkbox"/> EC NOW Access <input type="checkbox"/> Fund Management ^{3/} <input checked="" type="checkbox"/> More Services <input checked="" type="checkbox"/> Help Desk Email <input type="checkbox"/> Fund Transfer <input type="checkbox"/> ACIC File Upload <input type="checkbox"/> Report <input type="checkbox"/> Bills Payment <input type="checkbox"/> Loan Payment <input type="checkbox"/> Current Account Services For Corporate Administrators only: <input type="checkbox"/> View User (Add, Amend, Delete) <input type="checkbox"/> Messages <input type="checkbox"/> Unlock User ID <input type="checkbox"/> Administration <input type="checkbox"/> Reset Password <input type="checkbox"/> Deposit Account Maintenance

ACKNOWLEDGMENT

This serves as our application to your LANDBANK weAccess Facility. I/We hereby acknowledge to have read, understood and agreed to be bound by the Terms and Conditions of the LANDBANK weAccess facility.

BULAK P. BUTAL Signature over Printed Name of User	BULAK P. BUTAL Signature over Printed Name of Authorized Signatory	June 3, 2026 Date
---	---	----------------------

FOR BANK USE		
Reviewed by	Verified by	Approved by

Notes: (1) Please write "Not Applicable" or "N/A" for fields with no applicable data and/or "Nothing Follows" immediately after the last item.
 (2) User ID must be composed of 6-8 alphanumeric characters, letters using upper cases only. The number zero should be written as "0" to differentiate from the letter "O".
^{1/} Authority of the designated user.
^{2/} All enrolled Users have Automatic access to Account Information, Customization, More Services, Administration and Help Desk Email.
^{3/} Fund Management includes Auto Crediting, Auto Debiting and Fund Sweeping Modules.