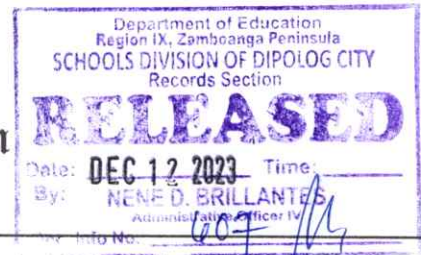




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



Office of the Schools Division Superintendent

December 5, 2023

Division Memorandum
No. 607, s. 2023

REITERATION ON THE PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES FOR SCHOOL MOOE AND PROGRAM FUNDS ON NON-IUS (DO. 29 S. 2019)

TO: **School Principal**
Senior Bookkeepers Non-IUs
Disbursing Officer Non-IUs
All Others Concerned
This Division

1. Pursuant to DepEd Order No. 29 s. 2019 titled as “**Procedural Guidelines on the Management of Cash Advances for School MOOE and Program Funds of Non-Implementing Units pursuant to COA, DBM and DEPED Joint Circular No. 2019-1**” which aims to provide procedures for the implementation of the provision of the said Joint Circular on the proper monitoring, recording, and accounting of financial transactions of all Non-IUs operating without a complete set of book accounts.
2. In addition, stated in B.32.3 of the above-mentioned guidelines, the School Head must ensure the submission of Authority to Debit/Credit Account (Annex G) on or before December 20 of the current year, to enable the bank to deposit the interest income and unexpended balances to the BTr.
3. With this, the processing of Local School Fund Downloading to School Bank Accounts would be up until December 11, 2023 (Monday) at 5 o'clock in the afternoon to give ample time for the schools to disburse such funds until December 20, 2023.
4. All financial staff of non-IU Schools are advised to assist the School Head to expedite preparation for Liquidation Report and preparation of ANNEX G in submission to our Government Servicing Bank (GSB).
5. Immediate and widest dissemination of this memorandum is desired.

MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

Encl: As stated
Reference/s: DO 29 s. 2019

Acctg/arel/Reiteration on DO 29 s. 2019
03/12062023



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