



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

January 18, 2021

DIVISION MEMORANDUM

DM No. 012, s. 2021

DEADLINE FOR THE SUBMISSION OF OUTSTANDING CHECKS

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Unit/Section Heads, Public Schools District Supervisors, Elementary and Secondary School Heads/TICs/OICs of Non-Implementing Units (Non-IUs), and All Others Concerned

1. With reference to DepEd Order No. 029 s.2019, **Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1**, it is the responsibility of School Head to ensure the submission of Authority to Debit/Credit Account to the bank on or before December 20 of the current year. Non-submission shall subject to automatic sweeping of unexpended cash advance, net of maintaining balance. Likewise,
"Only the maintaining balance and funding for outstanding checks issued, if any, should remain in the school's bank account, after the unexpended balance and net interest income earned, if any, as of December 31 of every year is transferred by the bank to the account of the BTr."
2. This office issued an Unnumbered Memorandum dated December 10, 2020 that deadline on submission of MOOE is on December 23, 2020 and reminded the School Heads that all checks issued should be encashed by the payee before December 29, 2020. However, some checks has been transacted by the payee after BTr reverted the unexpended balance resulted to bounced checks and incurred penalties, despite of numerous reminders of schools to supplier.
3. Hence, this office aims to call the attention of all School-Heads, who have not yet submitted their bounced checks and it's supporting documents, to submit immediately to Accounting Section. Deadline of submission is this **afternoon, January 18, 2021**. The School Heads may send the details of thier bounced checks thru email if it is not possible to submit them physically. Please coordinate with your respective Internal Auditors for assistance.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Moreover, DepEd Order No.29 s.2019 stated that School Head shall exercise utmost diligence in maintaining records of checks issued and in observing the abovementioned deadline.
5. For immediate dissemination and strict compliance of all concerned.
6. This memorandum shall take effect immediately.


ELIAS A. ALICAYA, JR.
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Acc/jft1/18/2021

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