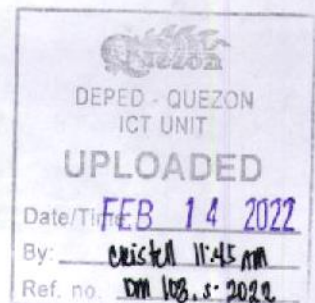




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 February 2022

**DIVISION MEMORANDUM**

DM No. 103, s. 2022

**DISSEMINATION OF UNACCOUNTED PAYMENT OF APPLICATION/INSPECTION FEE  
THRU ONLINE DEPOSIT**

**To:** OIC – Assistant Schools Division Superintendents,  
CID and SGOD Chiefs,  
Education Program Supervisors,  
Public Schools District Supervisors,  
Private School Owners and Administrators,  
All Others Concerned

1. Relative to the Bureau of Treasury Circular No. 3-2016 dated June 16, 2014 (Guidelines in Depositing National Collections to the National Treasury), the attention of the Regional Office was called as regards discrepancies found in the List of Deposited Collections (LDC) and bank validation Deposit Slips for the payments of application/inspection fee for Government Permits to Operate and Government Recognition.
2. Payments made without Order of Payments appear to be the source of the discrepancies, and the Cash Sections is unable to provide Official Receipts. Please refer to attached Memoranda RM-22-70 February 2, 2022, for your information and guidance.
3. Immediate dissemination of this Memorandum is desired.

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

cid-ims/farm/02/09/2022

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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



02 February 2022

**Regional Memorandum**

**UNACCOUNTED PAYMENT OF APPLICATION/INSPECTION FEE THRU ONLINE DEPOSIT**

**TO SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEFS  
DIVISION PRIVATE SCHOOLS IN-CHARGE  
PRIVATE SCHOOL OWNERS AND ADMINISTRATORS**

1. Relative to Bureau of Treasury Circular No. 3-2016 dated June 16, 2014 (Guidelines in Depositing National Collections to the National Treasury), the attention of this Office was called as regards discrepancies found in the List of Deposited Collections (LDC) and bank validated Deposit Slips for the payments of application/inspection fee for Government Permits to Operate and Government Recognition.
2. Regional Memorandum No. 191, s. 2016 dated June 20, 2016 (Application for New Government Permit, Renewal of Permit to Operate and Government Recognition of Private Schools to the Regional Office and Payment of the Corresponding Fees thru Bank), paragraph 4 states that:  
*"Applicant Private Schools may have Payment of Application/ Inspection Fee thru online deposit... upon receipt of the Order of Payment to be issued online by the Quality Assurance Division (QAD) after processing the documents compliant to the requirements"*
3. Payments made without Order of Payments appear to be the source of the discrepancies, and the Cash Section is unable to provide Official Receipts.
4. In this regard, all Private School owners/administrators who have deposited their payments for School Year 2020-2021 but have not received Official Receipts are required to coordinate directly with the Regional Cashier's Office with the original deposit slips for such payments until February 28, 2022 to clarify the situation. After the deadline, any unaccounted payments will be deposited in the National Treasury and will no longer be credited as payment thereof.



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

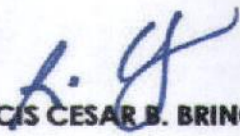
Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)

Document Inquiry : <https://r4a-teadoc.com/inquire>

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5. Regional Office policies in compliance to IATF Health and Safety Guidelines shall strictly be observed and implemented as measures to prevent the spread of Covid 19 Virus.
6. For clarifications, please contact the Regional Education Program Supervisor In-charge of your schools division thru QAD Landline No. (02) 88682-5773 local 450 or mobile number 0915-165-3359.
7. Immediate and widest dissemination of this Memorandum is enjoined.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director

qad/esg

