



# DepEd – DIVISION OF QUEZON

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Registration Number:  
QAC/R63/0216

August 18, 2020

## DIVISION MEMORANDUM

DM No. 222, s. 2020

### REITERATION OF COMPLIANCE ON THE GUIDELINES OF THE MANAGEMENT OF CASH ADVANCES FOR MOOE AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS PURSUANT TO COA, DBM AND DEPED JOINT CIRCULAR NO. 2019-1 FOR SCHOOL HEADS TRANSFERRED INTO NEW STATION

To: **Assistant Schools Division Superintendents, Finance and Accounting Staff, Public Elementary and Secondary Non-IU's School Head, All Others Concerned**

1. Pursuant to DepEd Order No. 29, s. 2019 entitled 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, this office reminds all Non- Implementing Units (Non-IU's) school heads transferred or newly assigned into their new school stations to strictly adhere to the issued procedural guidelines stated in this order.
2. As per requirements in the change of signatory, the school head concerned shall prepare the following documents required by the Land Bank of the Philippines as stated below:
  - Certificate of Undertaking
  - Certificate of Confidentiality
  - Designation Order/ Advice of School Assignment
  - DepEd Appointment
  - Form 1 BTR- Request to open Bank Accounts
  - Annex C -Authority to Transfer Accountability for School Funds
  - Annex I- Indorsement Letter for the Incoming School Head
3. Immediate dissemination of this Memorandum is desired.

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

asdshdp08/18/2020

DEPEDQUEZON-TM-SDS-04-009-002

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Date/Time: AUG. 18, 2020  
By: Rommel 4:59 PM  
Ref. No.: DM 222, S. 2020