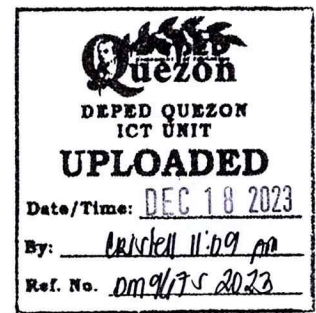




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



14 December 2023

DIVISION MEMORANDUM

DM No. 967, s. 2023

**REITERATION ON THE SUBMISSION OF AUTHORITY TO DEBIT/ CREDIT ACCOUNT
AS PER DEPED ORDER NO. 29, S. 2019**

To: Assistant Schools Division Superintendents
Division Chiefs
Section/ Unit Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In accordance with **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-DepEd Joint Circular No. 2019-1, this Office reminds all schools to comply the **submission of Authority to Debit/Credit Account (Annex G) 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 mainiting balance. School Head shall exercise utmost diligence in maintaining records of checks issued and in observing the aforementioned deadline.
2. Anent to this, Internal Auditors/ADAS III in-charge are requested to assist the School Heads in checking, verifying, and accomplishing the forms.
3. Attached herewith is the template for Authority to Debit/ Credit Account (Annex G) for reference.
4. Immediate and widest dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

accmrlg12/14/2023

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

(NAME OF BANK)
Authority to Debit/Credit Account

Date : _____

To : **THE BRANCH HEAD**
_____ Branch

Subject : **AUTHORITY TO DEBIT/CREDIT ACCOUNT**

This authorizes LANDBANK to:

1. Debit _____
(Account Name)

Checking Account Number _____

2. Credit the BTr Account Number _____, representing the following:

Automatic transfer of Quarterly Net Interest Income

Automatic transfer of the Account balance every end of the year
(Net of Maintaining Balance)

(To be filled up at the end of each reference year)

Transfer of the Account balance **at the end of the year**
(Net of maintaining balance and outstanding checks)

Amount in Figures: P _____

Amount in Words: _____

Name and signature of Authorized Signatory

FOR BANK'S USE ONLY:

Signature verified by:	Checked by:	Approved by:	Sight Verified by:
------------------------	-------------	--------------	--------------------

Validation Print: