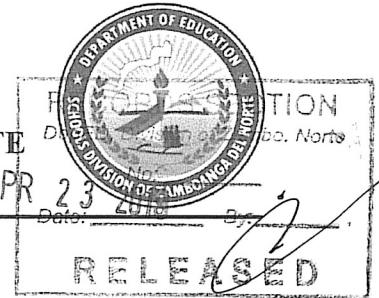




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**ADVISORY**

**TO:** Public Schools District Supervisors  
School Heads (Non-Implementing Units)  
All others concerned

**FROM:** The Office of the Schools Division Superintendent

**SUBJECT:** Deferment of the Opening of Bank Accounts for Non-Implementing Units  
Pursuant to COA-DBM-DEPED Joint Circular No. 2019-1


**DATE :** April 22, 2019

This has reference to the attached Memorandum OUF-2019-0053 dated March 26, 2019 issued by Annalyn M. Sevilla, Undersecretary for Finance, Department of Education with the subject "Deferment of the Opening of Bank Accounts for Non-Implementing Units Pursuant to COA-DBM-DEPED Joint Circular No. 2019-1, as endorsed by the regional office, contents of which are duly noted.

Relative thereto, all concerned are advised to defer the opening of bank accounts until the additional procedural guidelines have been issued by DepEd Central Office or until further notice.

Also attached is the letter from Madeline V. Mopon, AVP/Head, LBP-Dipolog Branch, reversing the LDDAP-MOOE transactions in compliance with the aforementioned Circular.

Immediate dissemination of this advisory is mandated.

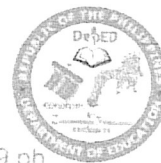
  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Schools Division Superintendent

4/22/19

Reference:  
COA-DBM-DEPED Joint Circular No. 2019-1



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**Regional Office IX, Zamboanga Peninsula**  
Airport Road, Tiguma, Pagadian City  
Telefax: (062)-215-3747 Tel: (062)-215-3745 Website: [www.depedro9.ph](http://www.depedro9.ph)



April 1, 2019

Regional Letter No. 18  
Series of 2019

All Schools Division Superintendents  
All Secondary Schools Principals of Implementing  
All Others Concerned  
This Region

Dear Sir/Madam:

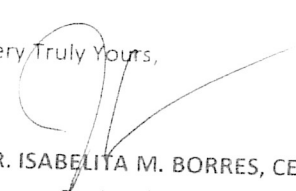
Enclosed herewith is Memorandum OUF-2019-0053 dated March 26, 2019 issued by Annalyn M. Sevilla, Undersecretary for Finance, Department of Education with the subject "DEFERMENT OF THE OPENING OF BANK ACCOUNTS FOR NON-IMPLEMENTING UNITS PURSUANT TO COA-DBM-DEPED JOINT CIRCULAR NO.2019-1", which is self-explanatory, contents duly noted, for information and guidance.

Attention is hereby invited to Item No. 4 of the attached memo on this letter.

Wide dissemination is hereby enjoined.

Thank you.

Very Truly Yours,

  
DR. ISABELITA M. BORRES, CSO III  
Regional Director

Encls.: as stated




Republic of the Philippines  
**Department of Education**


2019-3351

**Tanggapan ng Pangalawang Katihim**  
Office of the Undersecretary for Finance

**MEMORANDUM**  
**OUF-2019-0053**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS OF NON-IMPLEMENTING UNITS  
ALL OTHERS CONCERNED

**FROM :**   
ANNALYN M. SEVILLA  
Undersecretary

  
RAMON FIEL G. ABCEDE  
Assistant Secretary

**SUBJECT :** DEFERMENT OF THE OPENING OF BANK ACCOUNTS FOR  
NON-IMPLEMENTING UNITS PURSUANT TO COA-DBM-DEPED  
JOINT CIRCULAR NO. 2019-1

**DATE :** March 26, 2019

1. This pertains to the COA, DBM and DepEd Joint Circular No. 2019-1 entitled "Management of Cash Advances to DepEd Non-Implementing Units (Non-IUs) for School Maintenance and Other Operating Expenses (MOOE) and Program Funds," copy attached.
2. Please be informed that the Department is currently drafting additional procedural guidelines to the said Joint Circular, in accordance with Item 6.13 thereof, that will be uniformly applied to all DepEd non-IU schools nationwide.
3. The main feature of the said JC is the opening of bank accounts by non-IU schools with Government Servicing Banks (GSBs), or non-GSBs as applicable. These bank accounts have certain terms and conditions, including the required maintaining balance, the type of account, interest income, etc., as stipulated in the JC. Negotiations pertaining to these are ongoing with the GSBs (i.e. Land Bank of the Philippines, Development Bank of the Philippines and Philippine Veterans Bank). The Department will enter into a Memorandum of Agreement with these GSBs consistent with the said additional procedures and agreed terms and conditions.
4. In view of the above, **all Regional Directors and Schools Division Superintendents are hereby directed to advise all non-IU School Heads under their respective jurisdictions to defer the opening of bank accounts** until the said additional procedural guidelines have been issued by this Department or until further notice. Target date of the implementation of the said Joint Circular is on or before the opening of School Year 2019-2020.
5. Please be guided accordingly.

Funds to DepEd Regional Offices and Implementing Units, prescribes, among others, that the cash requirements of DepEd non-IUs shall be released to the respective School Heads by the Schools Division Offices (SDOs) through cash advance.

## **2. PURPOSE**

- 2.1. To authorize School Heads of non-IUs to: (a) open a bank account (checking or savings account), under the name of the school where the cash advance for school operating budget and program funds shall be deposited; and (b) for the school heads to negotiate banking arrangements such as minimum maintaining balance, interest on funds, among others; and
- 2.2. To provide DepEd and the oversight agencies such as COA, DBM, and BTr guidelines on the monitoring of the accounts, including the submission of reports and proper recording/accounting of transactions.

## **3. COVERAGE**

- 3.1. This Circular covers all DepEd's non-IUs namely, elementary schools (ESs) and secondary schools (SSs) operating without a complete set of books of accounts.

## **4. DEFINITION OF TERMS**

For purposes of this Circular, the terms listed herein shall be construed to mean the following:

- 4.1 Government Servicing Banks (GSBs) are financial institutions that accept government deposits and perform banking services on behalf of government agencies.
- 4.2 List of Due and Demandable Account Payables-Advice to Debit Accounts (LDDAP-ADA) is an accountable form to be used by National Government Agencies (NGAs) in the implementation of the Modified Direct Payment Scheme (MDPS).
- 4.3 Modified Direct Payment Scheme (MDPS) refers to direct payment made to creditor's account with the GSBs or other Banks performed by the GSBs through MDS upon receipt from the Agency of the LDDAP-ADA.
- 4.4 Modified Disbursement Scheme (MDS) is a procedure whereby disbursements by NGAs chargeable against the account of the Treasurer of the Philippines are effected through GSBs.

by the non-GSBs every end of the year. These shall be recognized in the BTr's books of accounts as remittances of income of the government.

The recognition of bank charges and interest in the books of the DepEd's Operating Unit (SDOs/Regional Offices (ROs)) concerned shall be based on the bank statement or passbook entries, as the case may be.

- 5.6 The operating budgets and program funds of non-IU schools shall be deposited by the SDOs/ROs through the MDPS using the LDDAP-ADA. The issuance of MDS checks shall be allowed, in cases where MDPS is not applicable or practicable.

The LDDAP-ADA shall contain the list of bank accounts with the name of the schools and other information required in the form.

- 5.7 Only deposits from the DepEd's Operating Unit (SDOs/ROs) concerned and interest earned on such deposits shall be allowed to be credited to the school's bank account.
- 5.8 To liquidate the cash advance, the School Heads of Non-IUs shall submit to the SDOs/ROs concerned Cash in Bank Register, together with the supporting documents and a copy of bank statement or passbook. Liquidation reports for disbursements of up to 75% of the amount given as cash advance shall be submitted as basis for the release of the MOOE budget for the subsequent month/s or quarter/s. The submission of partial liquidation report even below 75% of the cash advance granted may be allowed but only for purposes of reducing the outstanding cash advance.
- 5.9 The bank account shall only have the maintaining balance by end of the year. The balance of the school bank account in excess of the required maintaining balance shall be directly remitted to the BTr by the GSB or non-GSBs, at the end of the year. To avoid unnecessary transaction fees/bank charges, the balance of the bank account should not be less than the required maintaining balance.
- 5.10 The School Heads shall make proper liquidation of his/her cash advance if he/she shall be reassigned to another school or upon his/her retirement/separation from service. This shall be one of the bases for the issuance of clearance.
- 5.11 The DepEd SDOs/ROs shall reconcile the amount withdrawn based on the bank statement or passbook with the reported disbursement and the supporting documents submitted for liquidation of the cash advance.
- 5.12 To ensure the smooth implementation of this Circular, a training shall be conducted for School Heads, accountable officers, and others concerned on

6.1.3. DepEd Central Office shall:

- a. monitor the status of bank accounts opened by the School Heads and submit the summary of bank accounts opened and outstanding balances to the BTr and other oversight agencies by end of the year, for monitoring purposes; and
- b. prepare and issue additional procedural guidelines, as needed.

**6.2. Department of Budget and Management**

6.2.1. DBM shall include in the comprehensive Notice of Cash Allocation the requirements of DepEd's non-IUs corresponding to the amounts indicated in the approved Monthly Disbursement Program.

6.2.2. The DBM RO concerned shall make sure that proper reports are submitted by DepEd to regularly check the utilization of cash advances granted.

**6.3. Commission on Audit**

6.3.1. COA shall include in its regular audit the bank accounts opened by DepEd's non-IUs to ensure that implementation is in accordance with the existing rules and regulations, and funds are used according for their authorized purpose/s.

6.3.2. COA shall prescribe additional accounting and auditing guidelines, if necessary.

**7. ADMINISTRATIVE PROVISIONS/PENAL SANCTIONS**

7.1 It shall be the duty of the officials and employees concerned to comply with the requirements of this Circular. Failure or refusal to do so without justifiable cause shall constitute a ground for administrative action.

7.2 The preceding section is without prejudice to the filing of appropriate criminal charges under existing laws against erring officials and employees.

**8. REPEALING CLAUSE**

All circulars, memoranda, rules, regulations, and other issuances inconsistent with this Joint Circular are deemed repealed and superseded accordingly.