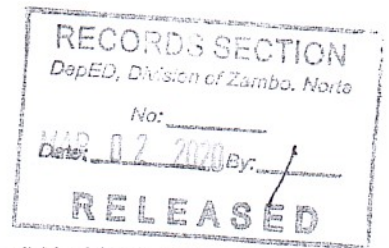




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
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Division Memorandum No. 096, s. 2020

To: Public Schools District Supervisors
District School Heads of Non-Implementing Units
Administrative Assistant III / Bookkeepers of Non-IUs
Administrative Assistant II / Disbursing Officers of Non-IUs

From:  **MA. LIZA R. TABILON EdD, CESO V**
Schools Division Superintendent

Subject: **ORIENTATION OF NON-IMPLEMENTING UNITS (NON-IUs) TO
OPEN BANK ACCOUNTS WITH CORRESPONDING TIMELINE**

Date: February 17, 2020

1. Relative to the issuances of COA-DBM-DepEd Joint Circular No. 2019-1, s. 2019 entitled Management of Cash Advances to DepEd Non-Implementing Units for School Maintenance and Other Operating Expenses (MOOE) and Program Funds; and DepEd Order No. 029, s. 2019 entitled Procedural Guidelines of Cash Advances for School Maintenance and Other Operating Expenses and Programs Funds of Non-IUs, a Technical Working Team of the Finance Unit of the division shall be tasked to orient School Head on Opening Bank Accounts and will ensure possible adoption of timeline to facilitate such.
2. As a requirement, an Orientation for Non-IUs together with their respective School Heads, Bookkeepers (ADAS III) and Disbursing Officers (ADAS II), is to be conducted per district and/or by cluster. Along with the orientation, the facilitation of filling-up forms shall also be done which are the pre-requisites for opening a bank account under the Schools Division Office (SDO) Servicing Bank – LandBank of the Philippines (LBP), including the Commitment and Assurance Checklist.
3. The orientation will run from February 20, 2020 until the 15th day of March, slated as its timeline; and after the provided period, expected results would be the successful opening of bank accounts, to immediately proceed then to the possible downloading of funds commencing on the 3rd week of March. However, in the event that urgent convocations and/or school activities that will take place, which might need the Technical Working Team and/or the involved participants to attend to, the target date may be extended to ensure attendance.
4. Notices will be directed to the District Bookkeepers to ensure availability of participants, prior to the congregation.
5. For information, guidance and compliance.

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