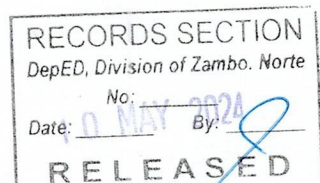




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

May 9, 2024

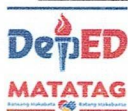
Division Memorandum

No. 256, s. 2024

**REMINDER ON SUBMISSION OF MONTHLY BANK RECONCILIATION
STATEMENT (BRS) AND OTHER MONTHLY FINANCIAL REPORTS AS PER
DEPED ORDER NO. 029, S. 2019**

TO: District & Central Bookkeepers
Secondary Non-IUs Bookkeepers
All Others Concerned

1. In accordance with DepEd Order No. 029, s. 2019 titled "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," specifically item no. 25 of the enclosure, this memo serves as a reminder to all bookkeepers regarding the timely submission of monthly Bank Reconciliation Statements (BRS) and other relevant monthly financial reports for school accounts. Additionally, all bookkeepers are required to adhere to the prescribed deadlines for the submission of financial documents.
2. Consequently, all bookkeepers, including those promoted to Administrative Officer, who have not yet cleared from these reports in the accounting unit of this division, are urged to ensure the immediate submission of any outstanding Bank Reconciliation Statements from CY 2020 to CY 2023. These submissions must be completed no later than the last working day of June 2024. Additionally, this also serves as a reminder to all promoted bookkeepers to submit their endorsement letter and turnover sheet for validation and approval, facilitating your clearance from your previous duties, functions, and responsibilities.
3. The prompt and accurate submission of these financial reports is necessary for maintaining transparency and accountability in the management of school funds, in alignment with the regulatory requirements set forth by COA, DBM, and DepEd.
4. Your cooperation in this matter is greatly appreciated. Should you have any questions or require further clarification, please do not hesitate to contact **Ms Rovelyn C. Balahan (0927-812-0197)**, the designated BRS in charge, DepEd ZN Division - Accounting Unit.



Address: Capitol Drive, Estaka, Dipolog City 7100 Tel. No.: (065) 212- 5843
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5. Individual *Memorandum for Notice to Explain* shall be issued for non-compliance to this memo after the above stated deadline.
6. Thank you for your attention to this important matter.
7. For information and immediate compliance.

ROY C. TUBALLA EMD, JD, CESO V
Schools Division Superintendent

f 5/9/24

Acctg/amo/Reminder on submission of Monthly BRS
DM No. / May 9, 2024



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