



Republic of the Philippines  
**Department of Education**

Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 199, s. 2020

March 25, 2021

**OPENING OF BANK ACCOUNT IN COMPLIANCE TO COA-DBM-DEPED Joint Circular  
No. 2019-1 and DepEd Order No. 29 s. 2019**

To: ALL ELEMENTARY SCHOOL HEADS OF NON-IMPLEMENTING UNITS  
ALL JUNIOR HIGH SCHOOL HEADS OF NON-IMPLEMENTING UNITS  
SENIOR HIGH SCHOOL HEAD  
MARK V. CASTAÑARES  
PUBLIC SCHOOLS DIVISION SUPERVISOR  
ALL CONCERNED

1. As an added measure to enhance the internal control on the management of cash advances downloaded to the Non-Implementing Schools, the Department issued the DepEd Order No. 29 s. 2019 dated October 17, 2019 re: Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Support Funds of Non-Implementing Units pursuant to *COA-DBM-DEPED Joint Circular No. 2019-1 dated February 6, 2019* which the Division is mandated to comply with the aforementioned guidelines.
2. In the first quarter of CY2020, the Division took initial measures to conform with these requirements, such as orientation and the submission of applications for the opening of bank accounts, and it is now required to enforce the guidelines.
3. However, due to the reorganization of School Head assignments, the names mentioned in the Bureau of the Treasury (BTR) approval letter were no longer the names of the current School Heads. With this, outgoing School Heads are required to process the paperwork for the opening of bank accounts, while the existing School Heads are responsible for updating the bank records by completing Annex I of the DepEd Order No. 29 s. 2019 after the former have opened the account.
4. The incumbent School Heads of the following schools, to wit: Pedro B. Basalan Elementary School, Ranao Elementary School and Jolencio Alberca Elementary Schools have to reapply for the opening of bank accounts and accomplish BTR Forms 1 to 3 and Annex D-1 since the School Heads indicated in the approval letter from the BTR were no longer connected with the Division. BTR Forms 2 and 3 must be **notarized**. These forms must be submitted to the Cash Section not later than March 30, 2021.
5. Newly designated/reassigned School Heads are required submit the fully accomplished Annex I to the Records Section not later than April 8, 2021.
6. The above mentioned forms in section 3 and 4 of this memorandum will be sent through the official Facebook group messenger of the School Heads.
7. On the other hand, the School Heads whose names appear in the attached schedule are required to fillout in advance the bank forms to speed up the processing of documents. The forms are available at the Division Guard House.
8. Mr. Mark Castañares, Administrative Officer II, will be the one to conduct the Know Your Client (KYC) procedures in view of the Memorandum of Agreement with the Development Bank of the Philippines (DBP) – Digos City Branch.



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9. The activity will be conducted on March 30, 2021 at the Division Office. Schedules per district and concerned School Heads are provided in the attached schedule to avoid congestion. Please strictly observe the schedule.
10. In additions, checkbooks will be released and must be properly indorsed to the incumbent School Head.
11. Immediate dissemination and compliance with this memorandum are desired.

  
**CRISTY C. EPE**

Office of the Schools Division Superintendent







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**MARCH 30, 2021 8:00AM-12:00NN**

| SCHOOL                           |                        | OUTGOING                   |
|----------------------------------|------------------------|----------------------------|
| <b>Digos South District</b>      |                        |                            |
| 1                                | Arcaflor Maniapao ES   | Nelson Lucero              |
| 2                                | Colorado ES            | Peter Paul Deiparine       |
| 3                                | Domingo Abawag ES      | Rebecca Lorelie Deiparine  |
| 4                                | Lungag ES              | Felzev Lloyd Sayson        |
| 5                                | R. Saplaia ES          | Jonathan Rellon            |
| 6                                | C. Nonol, Sr. ES       | Renato Calipayan           |
| 7                                | Igpit ES               | Mylene Samonte             |
| 8                                | San Miguel ES          | Angelito Villagonzalo, Jr. |
| 9                                | Bagumbuhay ES          | Cherrie Anne Bohol         |
| <b>Digos Occidental District</b> |                        |                            |
| 10                               | Balabag ES             | Joel Cartajena             |
| 11                               | Damñas ES              | Celedonia Alabado          |
| 12                               | Digos City CES         | Inda Nacua                 |
| 13                               | Dulangan ES            | Allen Joseph Malahay       |
| 14                               | Federico Alferez ES    | Wilson Catingub, Sr.       |
| 15                               | Mahayahay ES           | Rachel Pogoy               |
| 16                               | Pedro Basalan ES       | For Reapplication          |
| 17                               | Ranao ES               | For Reapplication          |
| 18                               | Ruparan ES             | Tita Heramiz               |
| 19                               | Jolencio R. Alberca ES | For Reapplication          |
| <b>Junior High School</b>        |                        |                            |
| 20                               | Matti NHS              | Aimee Amor Porto           |
| 21                               | Balabag NHS            | Eugene Sayson              |
| 22                               | Soong NHS              | Alan Tizon                 |
| 23                               | Goma NHS               | Rizza Villanueva           |
| 24                               | Dawis NHS              | Efren Durano               |



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**MARCH 30, 2021 1:00PM-5:00PM**

| SCHOOL                         |                       | OUTGOING             |
|--------------------------------|-----------------------|----------------------|
| <b>Digos Oriental District</b> |                       |                      |
| 1                              | Aplaya ES             | Mario Andales        |
| 2                              | Badiang ES            | Zandria Sy           |
| 3                              | Cogon ES              | Joy Baulete          |
| 4                              | Dawis ES              | Roberto Jalalon, Jr. |
| 5                              | Don Mariano Marcos ES | Antonia Jumawan      |
| 6                              | Pedro S. Garcia ES    | Elecel Adam          |
| 7                              | Isaac Abalayan ES     | Jacqueline Jaum      |
| 8                              | Kibanban ES           | Mishel Cadungog      |
| 9                              | Ramon Magsaysay CES   | Merilyn Salboro      |
| <b>Mt. Apo District</b>        |                       |                      |
| 10                             | Apolandia ES          | Christian Granada    |
| 11                             | Binaton ES            | Rowelem Rosima       |
| 12                             | Gaudioso Reusora CES  | Aldin Barsalote, Jr. |
| 13                             | Marawer ES            | Cesar Gevera, Jr.    |
| 14                             | Matti ES              | Juvy Salise          |
| 15                             | Necencio A. Isidro ES | Dann Becamon         |
| 16                             | Rizal CES             | Edsel Nacua          |
| 17                             | Soong ES              | Jonathan Almacin     |
| <b>Junior High School</b>      |                       |                      |
| 18                             | Kapatagan NHS         | Felipe Degamo, Jr.   |
| 19                             | Ruparan NHS           | Raquel Cedeño        |
| 20                             | Igpit NHS             | Noba Rubion          |
| 21                             | SHS in Digos City     | Elizabeth Bueron     |



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