



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2022- 017

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL CONCERNED

Subject : **SUBMISSION OF THE SCHOOLS' YEAR-END REPORTS AND LIQUIDATION**

Date : December 6, 2022

Please be reminded that Liquidation Reports (Cash Disbursement Registry - CDR) must be submitted **on or before December 21, 2022**, along with complete supporting documents, Report of Check Issued (RCI) and copies of bank statements.

Furthermore, School Heads are reminded to ensure the submission of the **Authority to Debit/Credit (Annex G) on or before December 19, 2022** to the Accounting Section for verification. The said report is required by the bank to determine the amount of the unexpended cash advance to be transferred to the Bureau of the Treasury (BTr) after the end of the year. School heads shall coordinate with the bank and obtain bank statements to determine which among the checks issued have not yet been negotiated or encashed. Non-submission of the Annex G on or before the deadline will result in the automatic sweeping of funds by the bank, net of school account's maintaining balance.

School heads are encouraged to exercise **due diligence** by keeping accurate records of checks issued and adhering to the above-mentioned deadlines to avoid incurring bank charges/penalties.

Please see attached template for Annex G.

Immediate dissemination of this memorandum is directed.



**CRISTY C. EPE**  
Schools Division Superintendent

Enclosed: As stated.  
OSDS/AS/nm



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396

**DEVELOPMENT BANK OF THE PHILIPPINES**  
**Authority to Debit/Credit Account**

Date : \_\_\_\_\_

To : **THE BRANCH HEAD**  
 \_\_\_\_\_ Branch

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

This authorizes the **DEVELOPMENT BANK OF THE PHILIPPINES** 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: