



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

**Office of the Schools Division Superintendent**

**OFFICE MEMORANDUM**

OSDS-2023- 009

To : PUBLIC SCHOOLS DISTRICT SUPERVISORS  
SCHOOL HEADS  
ALL PERSONNEL CONCERNED

Subject : **PAYROLL ACCOUNT OPENING**

Date : January 6, 2023

As part of the process of transferring the agency's government servicing bank to the Land Bank of the Philippines' Digos Branch, all personnel are required to open a payroll account through Landbank's Digital Onboarding System (DOBD) at www.landbank.com. After successfully opening an account through the DOBD, all personnel can proceed to the LBP-Digos Branch based on their schedule to complete the account opening process.

Further, please bring the following when going to LBP-Digos Branch:

- Valid government-issued Identification Cards (photo bearing with signature).
- Payment for ATM card of Php 150. However, personnel may opt to avail of the cardless ATM account.

Please note that the account opened through DOBS is valid within one (1) month from the date of successful opening, hence, please access DOBD within the month of your scheduled date.

Attached is the letter from LBP Branch Manager with enclosed schedule of the opening of accounts per Office/School.

All School Heads are mandated to monitor and ensure that all their teaching and non-teaching personnel comply with the opening of account.

Immediate dissemination of this memorandum is directed.

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
29-96222

**CRISTY C. EPE**  
Schools Division Superintendent



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



**LANDBANK**

SERVING  
THE NATION

January 6, 2022

**MS. CRISTY C. EPE**  
School Division Superintendent  
Digos City Schools Division  
Roxas St., Digos City

Dear Ma'am Cristy,

Greeting from LANDBANK!

We are sending here the propose schedule of accounts opening of payroll account of 1,166 personnel under DEPED-City of Digos Division Office. This is in relation to the signed MOA on ATM payroll tie-up with your office and LANDBANK. Please see attached schedule for your perusal and reference.

Please be informed as well that there is a need for each personnel to open their accounts via LANDBANK's Digital OnBoarding System (DOBS) at [www.landbank.com](http://www.landbank.com). Upon successful opening of account, they may now go to LBP-Digos Branch based on their schedule to complete their opening of account. Kindly bring along with them the following:

- Valid government issued Identification Cards (photo bearing with signature)
- payment for ATM card of Php150.00 if they opted to have card (they may choose to avail of the cardless ATM account)

The account opened through DOBS is valid within one (1) month from date of successful opening.

Should there be questions or any clarifications, please approach our New Account Clerks or you may call us at 552-2480 during banking hours.

We look forward being your depository bank. Thank you.

Respectfully yours,

**RAQUEL U. DELA CERNA**  
Branch Head  
Digos Branch

LANDBANK OF THE PHILIPPINES  
Digos Branch

SUGGESTED SCHEDULE OF OPENING OF ACCOUNTS

	OFFICE/SCHOOLS	# OF ACCOUNTS
January 16- Feb 10, 2023	Division Office	127
21-Jan	Don Mariano Marcos ES	79
28-Jan	Badiang ES	21
	Cogon ES	14
	Dawis ES	24
4-Feb	Aplaya ES	33
	Isaac Abalayan ES	22
	Pedro Garcia ES	26
February 11 & 18	Digos City Central ES	101
4-Mar	Goma NHS	7
	Igpit NHS	12
	Kapatagan NHS	46
	Matti NHS	28
March 11 & 18	Ramon Magsaysay CES	116
18-Mar	Kibanban ES	9
25-Mar	G. Reusora ES	23
	Marawer ES	15
	Matti ES	10
	Necencio Isidro ES	16
1-Apr	Rizal CES	41
	Soong ES	18
	Arcaflor Maniapao ES	11
15-Apr	Balabag ES	11
	Damnas ES	10
	Dulangan ES	9
	Federico Alferez ES	15
	Jolencio Alberca ES	14
	Mahayahay ES	9
22-Apr	Ruparan NHS	21
	SHS in Digos City	46
29-Apr	Pedro V. Basalan ES	36
	Ranao ES	2
	Ruparan ES	19
	Apolandia ES	9
	Binaton ES	10
6-May	Bagumbuhay ES	11
	Casildo Nonol ES	10
	Colorado ES	12
	Domingo V. Abawag ES	14
	Igpit ES	18
	Lungag ES	10
13-May	Remedios N. Saplala ES	26
	San Miguel ES	36
	Balabag NHS	5
	Dawis NHS	7
	DICNHS-Aplaya	2
	DICNHS-Main	5
	<b>TOTAL</b>	<b>1166</b>