



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 070, s. 2024

To : SCHOOL HEADS
ADMINISTRATIVE OFFICERS/ASSISTANTS IN SCHOOLS
ALL OTHER CONCERNED

Subject : **PREPARATION OF ANNEX G PER DO No. 029, s. 2019**

Date : December 12, 2024

You are reminded of the provision on Section 32.3 of DEPED Order No. 029 s. 2019 or the 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, which requires the School Heads to prepare the **Annex G or Authority to Debit/Credit Account** and submit the same to our Government Servicing Bank which is the Development Bank of the Philippines (DBP) **on or before December 20, 2024**.

This will assist the bank in determining the exact amount of the unexpended cash advance to be transferred to the Bureau of the Treasury (BTr) at the end of the year. School Heads are instructed to coordinate with DBP and update their passbooks or obtain bank statements to identify which checks issued have not yet been negotiated or encashed.

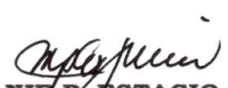
You are further reminded that failure to submit the Authority to Debit/Credit Account (Annex G) on or before the deadline will result in the automatic sweeping of the account balance, excluding the maintaining balance of Five Hundred Pesos (500.00). In accordance with government accounting and budgeting rules and regulations, any unpaid accounts or transactions for Fiscal Year 2024 due to non-submission of Annex G will not be charged to the appropriations of Fiscal Year 2025.


Moreover, on December 17, 2024, the accounting section will be providing technical assistance for the preparation of Annex G. Thus, it is required that you bring Statement of Account (SOA) generated on December 17, 2024. Your Administrative Officer or Administrative Assistant may come on your behalf.

Kindly observe utmost diligence in updating record of checks issued and negotiated.

Please be guided accordingly.

For compliance and wide dissemination.


MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION
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