



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2025- 285

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

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

Date : December 15, 2025

You are reminded of the provision in 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 23, 2025.

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 2025 due to non-submission of Annex G will not be charged to the appropriations of Fiscal Year 2026.

Moreover, **on December 22, 2025**, the accounting section will be providing technical assistance for the preparation of Annex G. Thus, it is required that you bring a **Statement of Account (SOA)** generated on **December 19, 2025**. Your Administrative Officer or Administrative Assistant may come on your behalf.



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

Please be guided accordingly.

For compliance and wide dissemination.


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

DepEd Schools Division of Digos City
RECORDS SECTION

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