



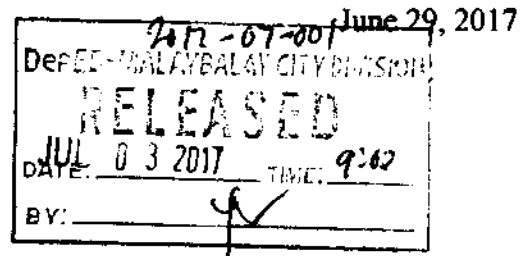
DEPARTMENT OF EDUCATION
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Sayre Highway, Casisang, Malaybalay City



MEMORANDUM TO:

No. 318, s. 2017

To: School Heads - Senior High School
All Personnel Concerned
This Division




SUBJECT: OPENING OF CURRENT ACCOUNTS AT DEVELOPMENT BANK OF THE PHILIPPINES AND DOWNLOADING OF SCHOOL MOOE FOR SENIOR HIGH SCHOOLS

To ensure accountability and transparency in the use of School MOOE, you are hereby directed to open a current/checking account of your school at the Development Bank of the Philippines on or before July 6, 2017, Thursday. The amount intended for the payment of checkbook, fidelity bond and initial deposit is already downloaded in your respective payroll accounts.

Furthermore, in order to download the School MOOE in your newly opened checking account, the following are the requirements:

1. Has fully liquidated previous SHS cash advances
2. Liquidation of checkbook and fidelity bond
3. Copy of deposit slip indicating new account number
4. Submission of the following documents:
 - a. School Operating Budget for SHS
 - b. Annual Procurement Plan for SHS
 - c. Project Procurement Management Plan for SHS
5. Certification that the Annual Procurement Plan – Common Use Supplies and Equipment (APP-CSE) has been submitted (*as attached*)

For compliance.


EDILBERTO L. OPLENARIA
OIC - Schools Division Superintendent

CERTIFICATION

To the Accountant:

This is to certify that according to records filed in this Office that _____ (Name of School) complied in the submission of:

Annual Procurement Plan
Common Use Supplies and Equipment (APP-CSE):

DARVY C. DAGUIMOL

Administrative Officer IV

Date: _____

School Operating Budget:

SIBYL L. MAPUTI

Budget Officer

Date: _____

To be filled up by the Accounting Unit

Checklist:

- Letter Request (net amount)
- Breakdown of Expenditures (gross amount)
- School Operating Budget
- Annual Procurement Plan
- Project Procurement Management Plan
- Subsidiary Ledger - Full Liquidation of Previous Cash Advance
- School Memorandum (Designation - Co-signatory)
- Fidelity Bond (Main Signatory)

Risk Number _____

Effectivity Date _____

- Fidelity Bond (Co-Signatory)

Risk Number _____

Effectivity Date _____

Bookkeeper In-Charge

Date: _____