



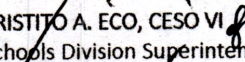
Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VIII
DIVISION OF CATBALOGAN CITY
Catbalogan City



DIVISION MEMORANDUM

No. 187s, 2018

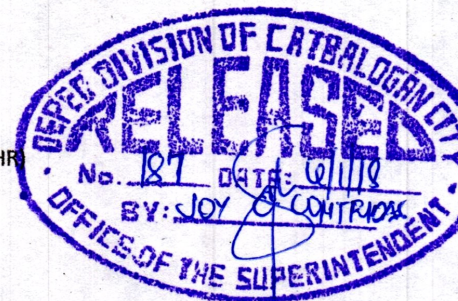
To: Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Division Office Personnel and Employees
Public Schools District Supervisors
School Heads
All Others Concerned

From: 
CRISTITO A. ECO, CESO VI
Schools Division Superintendent

Subject: USE OF PAYROLL ACCOUNT FOR DIVISION AND ELEMENTARY MOOEs AND OPENING OF TRUST/CHECKING ACCOUNT FOR SECONDARY SCHOOLS WITH DISBURSING OFFICERS THRU THE DISSEMINATION OF DBM-DEPED JOINT CIRCULAR NO. 1 DATED DECEMBER 22,2017

Date: May 28,2018

1. Pursuant to DBM-DEPED Joint Circular No. 1-2017, entitled: Amendments to DBM-DepEd Joint Circular No. 2004-1 dated January 1,2014, "Guidelines on the Direct Release of Funds to DepEd Regional Office and Implementing Units", the New Joint Circular adopts the common fund concept for the Schools Division Offices Proper and Schools Classified as Implementing Units.
 2. Item 3.4 of the said Circular states that such shall make necessary steps to close the Other MDS Account used for MOOE with their servicing bank. Thus maintaining only one single account, that is, DBP MDS Account where payroll accounts of DepEd Personnel are maintained.
 3. Downloading of Division MOOEs and Elementary School MOOEs shall be reflected in the Payroll Account while, Secondary Schools with Disbursing Officers shall open Trust/ Checking Account with the following set of requirements to wit:
 - I. 1st Signatory (Principal)
 - a. Communication Letter creating the School
 - b. Appointments/Special Order of the Signatory
 - c. Letter Request to Open Accounts
 - d. Special Order or Memo from DepEd
 - e. Latest Bond of authorized signatory
 - f. Appointment (authenticated if photocopied)
 - II. 2nd Signatory (Disbursing Officer)
 - a. Office Order-designated as _____
 - b. Appointment
 - c. Bond
 - 1 clear photocopy of 2 valid unexpired ID Cards with the same name, signature (authenticated by HR)
 - 3 latest 1x1 ID pictures -both signatories
4. Immediate dissemination of this memorandum is required.



Encl: GAA, Request Letter