

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

February 6, 2018

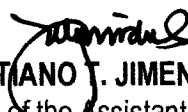
DIVISION MEMORANDUM

No. 87 s. 2018

OPENING OF SAVINGS ACCOUNT FOR MOOE DOWNLOADING

TO : Chiefs, CID & SGOD
DEPS/SEPS/EPS/Coordinators
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Bookkeepers
All Others Concerned

1. All Public Schools District Supervisors are reminded to give technical assistance to all elementary and secondary school heads (except Implementing Units) in **processing the opening of school's passbook joint savings account**, purposely for **MOOE downloading** as soon as possible. Failure to open the said account would mean a delay in the release of school MOOE.
2. The Account shall be in the name of the **School Head and the assigned bookkeeper** in the school. To open the said account, the School Head and Bookkeeper must comply the following requirements:
 - a. 2 pcs. 1x1 I.D. pictures of (latest with white background)
 - b. 2 valid I.Ds (photocopy with original)
 - c. Five thousand pesos (**Php 5,000.00**) as initial deposit and maintaining balance of the account
3. As soon as all the requirements are completed, both the School Head and the Bookkeeper shall go to the Development Bank of the Philippines (DBP), Dumaguete City Branch to personally open the account and submit to the Accounting and Cashier's Office the **photocopy of the passbook**.
4. As agreed during the Supervisor's conference with the Assistant Regional Director and Concurrent Schools Division Superintendent of this Division, the maintaining balance shall be taken from any available funds of the school, like canteen, PTA or any other funds.
5. For guidance and strict compliance of all concerned.


Mr. **SALUSTIANO T. JIMENEZ, CESO VI**
OIC-Office of the Assistant Regional Director
Concurrent, Schools Division Superintendent

07 FEB 2018

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