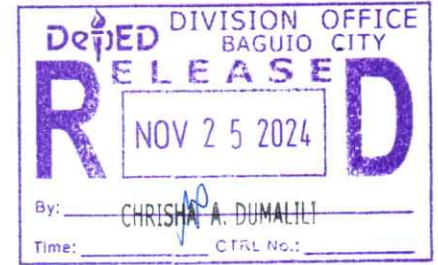




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



November 25, 2024

**Division Memorandum**

No. 682-2024

**REITERATION ON THE PROCEDURAL GUIDELINES ON THE MANAGEMENT OF CASH ADVANCES FOR SCHOOL MAINTENANCE AND OTHER OPERATING EXPENSES AND PROGRAM FUNDS OF NON-IMPLEMENTING UNITS**

TO: All Public Elementary and Secondary School Heads  
Administrative Assistants (Finance – School and DO Proper)  
All Others Concerned

1. Pursuant to item 32.3 of DepEd Order No. 029 s. 2019 otherwise known as 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 the School Head shall ensure the submission of Authority to Debit/Credit Account to the bank on or before December 20 to enable the bank to deposit the interest income and unexpended balances to the Bureau of Treasury.
2. Submission of all liquidation reports to the Accounting Section must be done not later than December 10, 2024 to ensure that the above-mentioned report will be submitted to the authorized government servicing bank (AGSB) on time.
3. For information, guidance and compliance.

**SORAYA T. FACULO, PhD, CESO VI**  
Schools Division Superintendent

For the Schools Division Superintendent:

**NIEVES D. EBANIO**  
Administrative Officer V