



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



November 20, 2025

DIVISION MEMORANDUM

No. 751-2025

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, 2025 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 V
Schools Division Superintendent

For the Schools Division Superintendent:

CARMEL F. MERIS
OIC – Assistant Schools Division Superintendent



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