



Republic of the Philippines  
Department of Education

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


06 April 2026

DIVISION MEMORANDUM  
No. 227 s. 2026

**REMINDER ON THE SUBMISSION OF BANK  
RECONCILIATION STATEMENT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In line with the DepEd Order No. 029 re: 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," this Office reminded the monthly submission of Cash in Bank Register and LBP Bank Statement **on or before 3<sup>rd</sup> of the following month.**
2. The monthly bank reconciliation statement shall be prepared by the clustered schools' bookkeepers, to be submitted to the Schools Division Office for validation and review **on or before 10<sup>th</sup> day of the following month.**
3. For immediate dissemination and strict compliance of this Memorandum are desired.

  
**CELEDONIO B. BALDERAS, JR.**  
Schools Division Superintendent

Encl.: None  
Reference: Government Accounting Manual  
To be indicated in the Perpetual Index  
under the following subjects:

**SUBMISSION OF BANK STATEMENT**

Accounting Unit- submission of bank reconciliation statement  
ACCOM2NA-001532/March 6, 2025



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