



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

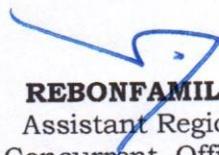
February 20, 2026

DIVISION MEMORANDUM
No. ~~0081~~ s. 2026

**SIMULTANEOUS SUBMISSION OF BANK RECONCILIATION AND LIQUIDATION
REPORTS EVERY QUARTER END**

To: Chief Education Supervisor- SGOD
Administrative Officer V- Administrative Services
Public Elementary and Secondary School Heads
All Concerned

1. This is to reiterate the previous reminder of this Office to simultaneously submit school's bank reconciliation report for the last month of the quarter, assuming that the last two months' Bank Reconciliation Statement (BRS) are already made and signed by the Division Accountant and the liquidation report of the amount downloaded for that quarter.
2. Once Liquidation Reports are submitted to the Accounting Unit, refrain from getting back the documents to safeguard the original documents attached and to prevent confusion, whereby the possibility of doubly taking up the liquidation report could happen, making the balance in the negative for over liquidation.
3. Everyone is enjoined to continually support and recognize the value of equality and diversity in adherence to the Equal Opportunity Principle (EOP) of the organization.
4. For strict compliance.


REBONFAMIL R. BAGUIO
Assistant Regional Director
Concurrent, Officer-in-Charge
Office of the Schools Division Superintendent

DEPED DAVAO DEL NORTE
RECORDS SECTION
RELEASED
DATE: 2-20-26
BY: 

Accntng/mlmq
FN: memo on simultaneous submission
Of BRS and LQ

