



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
OSDS-2023-0100

TO: **ALL CONCERNED**  
Elementary and Secondary Schools  
Division Office Personnel

SUBJECT: **SUBMISSION OF ANNEX G AND LIQUIDATION OF ALL FUNDS  
DOWNLOADED TO SCHOOLS DUE DATE ON DECEMBER 15, 2023**

DATE: October 26, 2023

1. Let it be known that the Division of Davao del Norte sets **December 15, 2023** as the due date of liquidation of all downloaded funds to schools (Elementary, Junior High Schools, Senior High School, Implementing Units) and also the submission of **Annex G, Authority to Debit/Credit Account, BTR Account No. 3402-2844-20**, as required per DepEd Order No. 29, s, 2019 needed for the sweeping of unexpended amount from the Checking Accounts of schools, except for the maintaining balance of PESOS: FIVE HUNDRE ONLY (P500.00).
2. Immediate dissemination of this memorandum is desired.

  
ROSALINDA N. DIONIO  
Administrative Officer V

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent 

Accntng/mlmq

