



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
**RECEIVED**  
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January 7, 2022

DIVISION MEMORANDUM  
No. 025, s. 2022

**ENROLMENT TO LAND BANK WE ACCESS**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
School Heads  
Administrative Officer II  
Administrative Assistant III  
Administrative Assistant II

1. It cannot be denied that the Division still lags in the preparation of monthly Bank Reconciliation Reports due mainly to the late submission of the Bank Statements from the Agency Servicing Bank (ABG) in our case Land Bank of the Philippines namely: Highway-Main Branch, Capitol Branch and Panabo Branch together with their Cash Disbursement Register (CDR) by the school heads to the Division Administrative Assistants (ADAS's) who make the Bank Reconciliation Reports.
2. With this, this Office hereby advises all school heads to enrol with LBP's We Access so that monthly Bank Statements can readily be printed by them and going to the bank to ask for hard copies of the snap shot can now be foregone.
3. If there are difficulties that might be encountered in the process of enrolling in the system, the school's AO II or the District ADAS III or ADAS II can be of assistance.
4. It is expected that by March 2022, all schools have already enrolled their checking accounts with the system. The Division Finance Section, will keep track of all enrollees by submitting a report on the status to the Schools Division Superintendent every Monday of the week.
5. For immediate and wide dissemination and compliance.

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent

