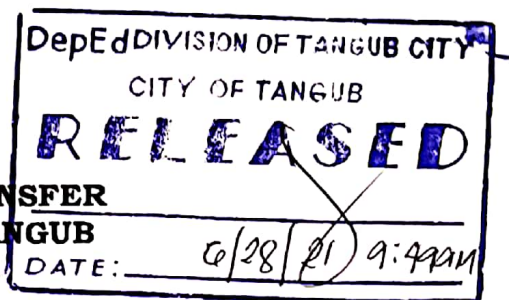




June 25, 2021

**DIVISION MEMORANDUM**

No. **135** s. 2021



**VIRTUAL MEETING ON THE TRANSFER  
 OF BANK ACCOUNTS TO LBP TANGUB**

To: Curriculum Implementation Division (CID)  
 School Governance and Operations Division (SGOD)  
 District Incharge (DICs)  
 Principals/SHS Assistant Principals/ Head Teachers/TICs  
 Public Elementary and Secondary Schools  
 This Division

1. With the authority given by Department of Education, Central Office on the formal request of transfer of servicing bank, this Division will conduct a virtual meeting concerning on the said transfer on June 29, 2021 at 9:00 a.m. in the morning.
2. This virtual meeting aims to speed up the bank account transfer activities and to guide on the necessary documents needed upon on the opening of teaching/non-teaching payroll and schools' checking accounts.
4. Participants in this activity are one representative each section/office, district in charge, school heads of elementary and secondary schools, field administrative assistants, and schools' information and communication technology (ICT) coordinators. All participants are enjoined to log-in through <https://bit.ly/LBPorientation> twenty minutes ahead of the scheduled time.
5. The following timeline of activities shall be followed:


Time	Facilitator /Topics
9:00 AM - 9:30 AM	Opening Program
9:30 AM - 10:30 AM	Krizza Lorraine D. Quicoy <ul style="list-style-type: none"> <li>• BTR Checklist of documentary requirements</li> <li>• Payroll Account requirements</li> </ul>
10:30 AM - 11:00 AM	Alden M. Antonio <ul style="list-style-type: none"> <li>• Screen Navigation in using the DOBS (Digital Online Boarding System) Facility</li> <li>• Schedule of onsite visit at LBP</li> </ul>





11:00 AM - 11:20 AM	Anna Daphne C. Mugar • <i>Target Timeline of implementation</i>
11:00 AM - 11:30 AM	Open Forum
11:30 AM - 11:45 AM	Closing Program

6. Immediate and wide dissemination of this Memorandum is enjoined.

  
**AGUSTINES E. CEPE, CESO V**  
School Division Superintendent



AEC/SDO/acm/6-25-2021

