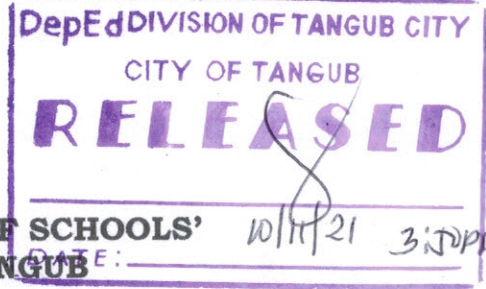




October 11, 2021

DIVISION MEMORANDUM

No. 281 s. 2021



**VIRTUAL MEETING ON THE OPENING OF SCHOOLS'
CHECKING ACCOUNT AT LBP TANGUB**

To: District In-Charge
Principals/SHS Assistant Principals/ Head Teachers/TICs
Field Administrative Assistants
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 the schools' checking account opening at LBP-Tangub on October 12, 2021 at 1:30 P.M. in the afternoon.

2. This virtual meeting aims to walkthrough on the online application process for and to guide on the necessary documents needed upon on the opening of schools' checking accounts.

4. Participants in this activity are one District In-Charge, School Heads of Elementary and Secondary schools, field Administrative Assistants, and Schools' Information and Communication Technology (ICT) coordinators. Link will be provided before the activity.

5. The following timeline of activities shall be followed, to wit:


Time	Facilitator /Topics
1:30 PM - 1:45 PM	Opening Program
2:00 PM - 2:30 PM	Anna Daphne C. Mugar <ul style="list-style-type: none">• Checklist of Checking Account Opening requirements• Status of the School's Checking account opening• Schedule of onsite visit at LBP• Target Timeline of implementation
2:30 AM - 3:30 PM	Alden M. Antonio <ul style="list-style-type: none">• Screen Navigation in using the DOBS (Digital Online Boarding System) Facility





3:30 PM – 4:00 PM	Open Forum
4:00 PM – 4:20 PM	Closing Program

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

AGUSTINES E. CEPE, CESO V
School Division Superintendent 

AEC/SDO/acm/10-11-2021

