



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region X
DIVISION OF MISAMIS ORIENTAL
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September 13, 2017

DIVISION MEMORANDUM

No. 482 s. 2017

TO: All Administrative Assistant III-Elementary
Administrative Assistant III and II of Junior
and Senior High Schools and
Other Designated Personnel

Bank Reconciliation

This is to reiterate the required monthly submission of bank reconciliation statements for all schools receiving cash advances from the Division Office.

Bank reconciliations are an essential internal control tool. They help identify accounting and bank errors. They are also necessary for the prevention and early detection of fraud.

The bank reconciliation statements shall be prepared by the designated personnel, verified by the Division Accountant and noted by the School Head.

A copy of the following bank reconciliation statements must also be submitted to our Auditors:

<u>MONTH</u>	<u>DUE DATE</u>
March	May 10
June	August 10
September	November 10
December	February 10

For strict compliance.

CHERRY MAE L. LIMBACO, Ph. D., CESO V
Schools Division Superintendent

ASR/ggd