



Department of Education  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**

Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 888-0582 / Fax Nos. (045) 322-4702; 887-6099



RELEASED

**DIVISION MEMORANDUM**

No. 198, s. 2018

MAY 17 2018

By \_\_\_\_\_  
DepED Angeles City  
Division of City Schools

To : **ALL SCHOOL PRINCIPALS (ELEMENTARY, NON-AUTONOMOUS, AND SENIOR HIGH SCHOOL)**

Subject : **Request for Opening a Checking Account**

Date : **May 16, 2018**

Relative to the opening of checking account as a requirement for the liquidation of your downloaded MOOE, this office would like to inform you that the deadline of submission of the following documents is on **May 23, 2018** at the Accounting Office, to wit:

1. BTR Form 1 Request for Authority to Open Bank Account (To be accomplished in quadruplicate)
2. BTR Form 2 Undertaking – must be notarized. (To be accomplished in quadruplicate)

For strict compliance.

  
**LEILANI S. CUNANAN, CESO VI**  
**Schools Division Superintendent**