



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

February 16, 2023

**DIVISION MEMORANDUM**

No. 89, s. 2023

To: All Non-Fiscally Autonomous School Heads

**SUBMISSION OF BANK STATEMENT DOWNLOADED FROM LANDBANK OF THE PHILIPPINES (LBP) WE ACCESS ACCOUNT**

1. To facilitate prompt preparation and submission of bank reconciliation statement (BRS) to oversight agencies, all concerned are instructed to submit monthly bank statement downloaded thru the LBP We Access Account of the school **every 25<sup>th</sup> day of the month** as additional pertinent document attached to the liquidation reports effective **February 2023**.
2. For information and strict compliance.

  
**DANTE G. PARUNGAO, CESO V**  
Schools Division Superintendent

