AUTHORITY TO TRANSFER ACCOUNTABILITY FOR SCHOOL FUNDS

This is to authorize the transfer of accountability for the funds of _____ School ID _____ maintained **LANDBANK OF THE PHILIPPINES BUTUAN E. LUNA** branch under Account Number : _____ where _____ shall be replaced by _____ as the new authorized signatory and accountable person for the said bank account, in accordance with DepEd Order No.____, s.2019, entitled, "Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1."

Subject of this Transfer of Accountability are the following:

1. The remaining MOOE funds for Cash Advance of the incoming School Head, amounting to _____(P_____);
2. Unliquidated Cash Advance amounting to _____(P_____); and
3. The unused checks issued for the abovementioned bank account, with serial numbers _____to _____.

Certified Correct:

JOKER RHYAN V. BABAEL, CPA III
Schools Division Accountant
Signature Over Printer Name

Approved:

MINERVA T. ALBIS, PhD
Schools Division Superintendent
Signature over Printer Name

Conforme:

_____
Outgoing School Head
Signature Over Printer Name

_____
Incoming School Head
Signature over Printer Name