



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

Advisory No. 2, s. 2026
January 8, 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001
But only for information of DepEd Officials,
Personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

**OPENING OF LANDBANK PAYROLL ACCOUNT
FOR TEACHING AND NON-TEACHING PERSONNEL**

In view of the ongoing processing of the new Modified Disbursement System MDS account, all Teaching and Non-Teaching Personnel are hereby directed to open individual payroll accounts with the Land Bank of the Philippines to ensure continuity and a smooth transition in the processing of salaries and other benefits.

To facilitate the orderly and efficient opening of payroll accounts, the following requirements shall be strictly observed:

- One photocopy of one valid identification card (back to back) preferably DepEd ID, National ID, or any government issued ID showing the current address, and birthday with three specimen signatures affixed below the photocopied identification cards.

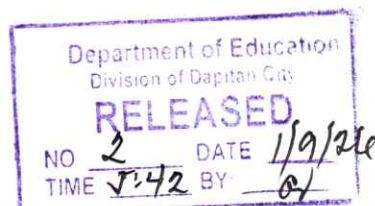
In cases where the submitted identification card is issued under the maiden name, a certified true copy of the PSA issued Marriage Certificate shall be attached.

- One recent ID picture, either 1 x 1 or 2 x 2 inches.

All Teaching and Non-Teaching Personnel are required to accomplish the online account opening application prior to their scheduled appearance at the Land Bank through the Land Bank Digital Onboarding System accessible at dobs.landbank.com. School-based Administrative Officers II are hereby instructed to get the necessary application forms from Land Bank of the Philippines Dapitan City Branch Office located at Gloria de Dapitan starting January 9, 2026. They are expected to assist their respective teachers in accomplishing the forms and submit the completed requirements to the Land Bank of the Philippines.

All concerned are advised to personally proceed to the Land Bank of the Philippines Dapitan City Branch for the opening of their respective payroll accounts **upon receipt of their scheduled appointment from the Land Bank of the Philippines** through the Administrative Officers II.

Immediate and widest dissemination of this Advisory is enjoined.



JAY S. MONTBALTO, CESO VI
Schools Division Superintendent



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