



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

Office of the Schools Division Superintendent

May 19, 2026

DIVISION MEMORANDUM

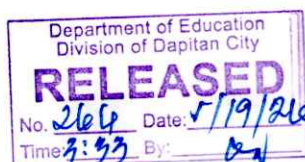
No. 266, s. 2026

PROPER USE OF LANDBANK PAYROLL ACCOUNTS

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads/Principals/TIC
OSDS Section Heads
All Others Concerned

1. In line with the request of the Land Bank of the Philippines, Dapitan Branch, all teaching and non-teaching personnel are hereby advised that their respective LANDBANK payroll accounts are intended solely for the crediting of salaries, allowances, and other authorized employment related benefits.
2. Accordingly, all concerned personnel are advised to observe the proper utilization of their payroll accounts and refrain from using the same for transactions inconsistent with its intended purpose.
3. This memorandum is issued in support of the Bank's existing policies and regulatory compliance requirements to ensure proper account maintenance, efficient banking operations, and continued compliance with applicable banking regulations.
4. For guidance and compliance.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent



Sunset Boulevard, Dawo, 7101 Dapitan City
0912-617-7243
www.depeddapitancity.net
dapitancity@deped.gov.ph
fb.com/DepEdDapitanCity

