



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



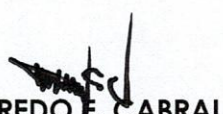
06 January, 2021

**Regional Memorandum**

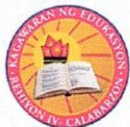
**UNACCOUNTED PAYMENT OF APPLICATION/INSPECTION FEE THRU ONLINE DEPOSIT**

To **SCHOOLS DIVISION SUPERINTENDENTS**  
**SCHOOLS GOVERNANCE AND OPERATIONS DIVISION (SGOD) CHIEFS**  
**DIVISION PRIVATE SCHOOLS IN-CHARGE**  
**PRIVATE SCHOOL OWNERS AND ADMINISTRATORS**

1. Relative to Bureau of Treasury Circular No. 3-2016 dated June 16, 2014 (Guidelines in Depositing National Collections to the National Treasury), the attention of this Office was called as regards discrepancies found in the List of Deposited Collections (LDC) and bank validated Deposit Slips for the payments of application/inspection fee for Government Permits to Operate and Government Recognition.
2. Regional Memorandum No. 191, s. 2016 dated June 20, 2016 (Application for New Government Permit, Renewal of Permit to Operate and Government Recognition of Private Schools to the Regional Office and Payment of the Corresponding Fees thru Bank), paragraph 4 states that:  
*"Applicant Private Schools may have Payment of Application/ Inspection Fee thru online deposit... upon receipt of the Order of Payment to be issued online by the Quality Assurance Division (QAD) after processing the documents compliant to the requirements"*
3. The discrepancies found seem to be payments done without Order of Payments, and issuance of Official Receipts cannot be facilitated by the Cash Section.
4. In line with this, all Private Schools' owner/administrators who have deposited payments for School Year 2019-2020 and were not issued with Official Receipts are directed to go to the Cashier's Office with the original deposit slips for such payments to clear the matter until February 8, 2021. Unaccounted payments after the said date will be deposited to the National Treasury.
5. Immediate and widest dissemination of this Memorandum is enjoined.

  
**WILFREDO E. CABRAL**  
Regional Director

QAD/eol



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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