

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

28 September 2022

Regional Memorandum

No.636 s.2022

**UNACCOUNTED PAYMENTS OF PRIVATE SCHOOLS FOR
INSPECTION FEE THROUGH ONLINE DEPOSIT,
SCHOOL YEAR 2021-2022**

To **Schools Division Superintendents**
School Governance and Operations Division (SGOD) Chiefs
SDO In-charge of Private Schools
Private Schools' 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. 202 s. 2022 dated March 31, 2022 (Revised Guidelines on Payment and Accounting of Inspection Fees of Private Schools Applying for Government Permit and Recognition), paragraph 2 states:
"All payments for inspection fees including those for SY 2021-2022 that are still unsettled shall also be made through the SDO Cashier Unit starting April 1, 2022."
3. However, there are still unaccounted payments for inspection fees of private schools for School Year 2021-2022 prior and even after the issuance of RM No. 202 s. 2022. These were made by private schools through Landbank of the Philippines following the guidelines in the previously issued Regional Memorandum No. 191, s. 2016. Payments made without Order of Payments appear to be the source of the discrepancies.
4. In this regard, all private school owners/administrators who have deposited their payments for School Year 2021-2022 but have not received Official Receipts are required to coordinate directly with the Regional Cashier's Office with the original deposit slips for such payments until October 21, 2022 to clarify the situation. After the deadline, any unaccounted payments will be

QAD/esg




Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



QAD-RM-2022-636

deposited in the National Treasury and will no longer be credited as payment thereof.

5. For clarifications, please contact the Regional Education Program Supervisor In-charge of your schools division thru QAD Landline No. (02) 88682-5773 local 450.
6. Immediate and widest dissemination of this Memorandum is enjoined.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 