**ANNEX C**

**AUTHORITY TO TRANSFER ACCOUNTABILITY FOR SCHOOL FUNDS**

This is to authorize the transfer of accountability for the funds of (Name of School) (School ID) maintained in (Name of Government Servicing bank-branch) under Account Number , where (Name of outgoing School Head) shall be replaced by (Name of Incoming School Head) 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 Expense sand 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 Advances of the incoming School Head, amounting to (P );
2. Unliquidated Cash Advance amounting to (P ), currently deposited in the abovementioned bank account; and
3. The unused checks issued for the abovementioned bank account, with serial numbers to .

**Certified Correct: Approved:**

**ATTY. RICHANDER G. JAGMIS LAIDA M. LAGAR-MASCAREÑAS**

Accountant III Assistant Schools Division Superintendent

OIC – Office of the SDS

**Conforme:**

Outgoing School Head Incoming School Head

Signature over Printed Name Signature over Printed Name