**ANNEX I**

**INDORSEMENT LETTER FOR THE INCOMING SCHOOL HEAD**

Date

(Branch Head)

(Name of Government Servicing Bank)

(Address)

Dear :

Pursuant to DepEd Order No. 29 s. 2019, entitled *“Procedural Guidelines on the Management of Cash Advances for School Maintenance and Other Operating Expenses and Program and Program Funds of Non-Implementing Units Pursuant to COA, DBM and DepEd Joint Circular No. 2019-1”,* and in view of the transfer/retirement/separation/suspension from the service of , (Name of outgoing school head) please be informed of the following change/s in the authorized signatory for the checking account of (Name of school) (School ID), with the Account No. :

From: To:

Outgoing School Head Incoming School Head

Signature over Printed Name Signature over Printed Name

The custody, management, and accountability of the subject account and funds deposited thereto shall be entrusted to the incoming school head effective . We request that the corresponding changes in your records be made in accordance with this information. Please be inform this Office once changes have been made by filling out the form below and returning the same to this Office.

Thank you.

**LAIDA M. LAGAR-MASCAREÑAS**

Assistant Schools Division Superintendent

OIC – Office of the SDS

**For Bank Use Only**

This is to acknowledge receipt of this letter on . Please be informed that the requested change of authorized signatory for the account of with Account No. with this Branch will be effected on or before .

Authorized Bank Officer

Signature over Printed Name