



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

17 Nov 2025

DIVISION MEMORANDUM

No. 682, s. 2025

PROCEDURES FOR CLAIMING AND RELEASING OF CHECKS

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Section Heads
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. The Schools Division Office, through the Cash Section, hereby issues the following procedures for claiming and releasing of checks to ensure the security, integrity, and accountability of all financial transactions.

a. Payee Requirement

The payee must be the rightful owner of the check. As a standard procedure, the payee is expected to personally claim the check from the office, which remains the preferred and default method of release. The payee must present two (2) original valid IDs upon claiming for verification purposes only.

b. Checks for cash advances

All checks issued as cash advances must be personally claimed by the Accountable Officer. This personal claiming ensures accountability, security, and a clear audit trail for the funds received. The payee must present two (2) original valid IDs upon claiming for verification purposes only.

c. Checks for individuals (non-suppliers)

- **P50,000.00 and below:** If the payee cannot personally claim the check, it may be released to an authorized representative upon presentation of a duly signed Authorization Letter from the payee, together with photocopies of two (2) valid IDs of both the payee and the representative.



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- **P50,000.01 and above:** If the payee cannot personally claim the check, it shall be released only to an authorized representative upon presentation of a notarized Special Power of Attorney (SPA), together with photocopies of two (2) valid IDs of both the payee and the representative.

d. Checks for suppliers (all amounts)

All checks payable to suppliers shall be released only to an authorized representative upon presentation of a notarized Special Power of Attorney (SPA) or Secretary's Certificate, together with photocopies of two (2) valid IDs of both the owner and the representative.

2. These procedures shall take effect immediately upon the issuance of this Memorandum to safeguard the interests of payees and suppliers and to ensure strict adherence to verification and documentation requirements in the release of checks.
3. For strict compliance and immediate dissemination to all concerned.


MARITES A. IBÁÑEZ, CESO V
Schools Division Superintendent

Encl. None

Reference: None

To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

RNM/PROCEDURES FOR CLAIMING AND RELEASING OF CHECKS/111725-005/11-17-2025