



Republic of the Philippines

Department of Education

REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director



ADVISORY NO.

272 2025

July 8, 2025

In compliance with DepEd Order (DO) No. 8, s. 2013, this advisory is issued not for endorsement per DO No. 28, s. 2001 but only for the information of DepEd officials, personnel/staff, as well as the concerned public. (Visit www.depedro9.info)

**PROVISION OF OFFICIAL RECEIPT/INVOICE FOR LOAN PAYMENTS
REMITTED TO BANK**

This is to respectfully inform all **Private Lending Institutions** that in line with government auditing and reporting standards, this Office reiterates that the responsibility for providing **Official Receipt (OR) or Invoice** for loan payments remitted to their accounts rests with their respective offices as the payee. ORs/Invoices are an integral part of the documentary requirements to ensure compliance with the Commission on Audit (COA) rules and other applicable regulations.

Effective immediately, this Office will no longer makes visit to bank branches to pick up these documents. **All concerned banks are advised to provide the corresponding ORs or Invoices promptly upon confirmation that payments have been credited to their accounts**, to avoid delays and ensure timely submission of reports.

Strict adherence to this advisory is enjoined. Your cooperation is highly appreciated.

ASD/CBA/Ad
002/August 15, 2025

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Effectivity	09.06.2023	Page	1 of 1

