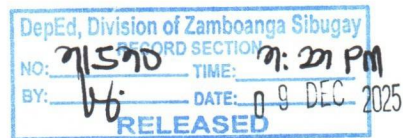




Republic of the Philippines  
**Department of Education**  
 REGION IX – ZAMBOANGA PENINSULA  
**SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY**



09 December 2025

**DIVISION MEMORANDUM**

NO. 654, Series 2025

**VIRTUAL ORIENTATION AND OPENING OF DEPED EMPLOYEES LANDBANK  
 – PAYROLL ACCOUNT**

To : **Asst. Schools Division Superintendent**  
**Chief Education Supervisors**  
**Public Schools District Supervisors/District in-Charge**  
**All School Heads**  
**All Section Heads**  
**All Employees**  
**All Others Concerned**  
*This Division*

1. Pursuant to DepEd Order No. 29 s. 2019 and DepEd Memorandum OUF-2024 dated June 27, 2024 from the Office of the Undersecretary for Finance (OUF) on DepEd's direction towards eventual migration of bank accounts with the Land Bank of the Philippines (LBP) in any of its branch offices, this Division hereby instructs all its employees to immediately start the opening of their respective individual payroll accounts at LBP.
2. The Opening of LBP – Payroll Account of all employees shall be done through Online Application/Enrolment using the Digital Onboarding System starting **December 9 – 19, 2025**. Requirements for opening of accounts are as follows:
  - a. Agency ID or one (1) government issued ID where the **employees full name matches with those shown in the said IDs.**
  - b. TIN (Tax Identification Number)
  - c. Must enroll online through LandBank Digital Onboarding System (DOBS) using the link:  
<https://dobs.landbank.com/DOBSPAYROLL/home/acctOpen>
3. Virtual Orientation of the LBP – Payroll Account Opening shall be conducted to the PSDS, School Heads and School Administrative Officers and/or Contract of Service (COS) on the following schedule. Link will be posted in the group chat:

SLC	Date	Time
Division Office	December 9, 2025	8:00 AM
SLC 1 (Ipil, Titay, RTLim, Tungawan) SLC 2 (Naga, Kabasalan, Siay, Payao)	December 10, 2025	8:00 AM
SLC 3 (Buug, Diplahan, Imelda, Malangas) SLC 4 (Alicia, Mabuhay, Olutanga, Talusan)	December 10, 2025	1:00 PM



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4. Immediate and widest dissemination of this memorandum is highly enjoined.

  
**VIRGILIO P. BATAN, JR., CESO V**  
Schools Division Superintendent .

Encl: As stated

References: DepEd Order No. 29 s. 2019

To be indicated in the Perpetual Index under the following subjects:  
OPENING OF ACCOUNTS      LANDBANK  
PAYROLL ACCOUNT

ZS-DM-OSDS-PER-2025-12-093-0  
RRAR-20251209