



Republic of the Philippines  
**Department of Environment and Natural Resources**  
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**MEMORANDUM**

FOR : **ALL OFFICIALS AND EMPLOYEES**  
**ALL PERSONNEL UNDER CONTRACT OF SERVICE**  
**ALL CONSULTANTS**

FROM : **THE DIRECTOR**  
Financial and Management Service

SUBJECT : **SUBMISSION OF UPDATED RECORD OF INDIVIDUAL**  
**DEPOSITORY BANK ACCOUNT NAME AND NUMBER**

DATE : **19 JUL 2021**

This refers to record of your individual depository bank account name and number submitted to the Accounting Division for payment of your various claims that are not yet updated in our master list and in the records of Landbank of the Philippines (LBP) - North Avenue Branch.

LBP returned recently the Authority to Debit Account (ADA) issued for payment of various payees due to accounts provided are already inactive. This affected the payment of other claimants as the LBP policy requires the identification of active bank accounts and replacement of ADA.

In view of this, we would like to request for your updated **individual bank account name and number** to be submitted to Accounting Division for proper endorsement of ADA to LBP for your various claims.

In addition, we would also like to request the concerned offices and end-user/s to advise their various creditors and suppliers for the submission of their individual record of updated bank account name and number. Please submit the soft copies of your list in excel format at e-mail address [vdmpalicipic@denr.gov.ph](mailto:vdmpalicipic@denr.gov.ph).

For inquiries, you may contact Mr. Vijay M. Palicipic of the Accounting Division at telephone no. 8928-0254 and 8929-6626 local 2095, VOIP 1020 and 1053.

For your cooperation and prompt action.

  
**ANGELITO V. FONTAMILLA**