



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

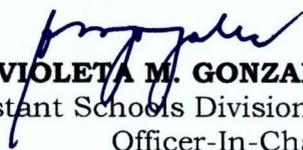
MAR 16 2026

MEMORANDUM

REQUIRED MAINTAINING BALANCE FOR LANDBANK PAYROLL ACCOUNTS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
Administrative Officer V
All Others Concerned

- Attached is the City Government of Muntinlupa Memorandum No. 2026-010 dated March 11, 2026 on the above-captioned title, the contents of which are self-explanatory for the information and guidance of all concerned.
- All employees / cardholders are advised to **maintain the required minimum balance of Php 100.00 in their Landbank ATM Debit Account**. Further, accounts that consistently fall below the Php 100.00 threshold will be subject to automatic system closure after the 60-day period. As such, cardholders must make certain that their accounts are adequately funded for smooth transaction and usage of their payroll accounts.
- Immediate dissemination and compliance of this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
 Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

Enclosure: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

PAYROLL BANK ACCOUNT MAINTAINING BALANCE LANDBANK

KEM/ UM / REQUIRED MAINTAINING BALANCE FOR LANDBANK PAYROLL ACCOUNTS
129 / 03/16/2026

UN-2026-129



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Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



HRPAY/M-2026/004

MEMORANDUM No. 2026-010

To : **All Land Bank ATM Cardholders of the City Government of Muntinlupa**

Date : **March 11, 2026**

Subject : **Required Maintaining Balance for Land Bank Payroll Accounts**

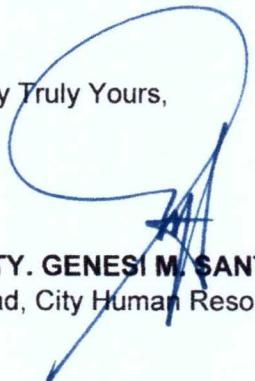
In coordination with the Land Bank of the Philippines, this memorandum serves as a notice for All Employees / Cardholders to maintain the required minimum balance in their Land Bank ATM Debit Account. Therefore, please be reminded of the following:

- A **minimum balance of Php 100.00 must be maintained** in the Land Bank ATM Debit Account;
- Accounts that consistently fall below the Php 100.00 threshold are subject to *automatic system closure* after 60 days period.

Along with the aforementioned, all cardholders are directed to ensure that their accounts are sufficiently funded to prevent any issues on future payroll cycles. Moreover, the regular monitoring of account balances through the Land Bank Mobile Banking App or Land Bank ATM is also encouraged.

For your guidance and strict compliance. Thank you.

Very Truly Yours,


ATTY. GENESI M. SANTIAGO
Head, City Human Resources Management Department

Noted By:


ENGR. ALLAN A. CACHUELA
City Administrator

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