

Republic of the Philippines

Department of Education

Region VII, Central Visayas

**DIVISION OF CEBU PROVINCE**

Sudlon, Lahug, Cebu City



October 2, 2013

**DIVISION MEMORANDUM**

No. 576, s. 2013

**DEVELOPMENT BANK OF THE PHILIPPINES (DBP) ATM VISA CARD**

TO : OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Attached is a copy of a communication from the Development Bank of the Philippines (DBP) which is self explanatory, for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

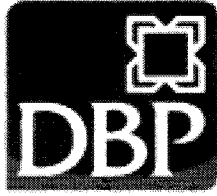
**ARDEN D. MONISIT, Ed. D.**  
Schools Division Superintendent

Telephone Numbers:

Schools Division Superintendent: (032) 255-6405  
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**Development Bank of the Philippines**  
*Cebu Branch, Cebu City*

September 26, 2013

MR. ARDEN D. MONISIT, Ed. D  
School Division Superintendent  
DEPED Cebu Province  
Sudlon, Lahug, Cebu City

Dear Mr. Monisit:

We are pleased to inform you that we have successfully converted our existing cardholder base to the DBP ATM Visa Card, replacing our old DBP ATM Card. This improvement aims to expand the scope of services of the Bank which will open the channel of international transactions to DBP clients.

The DBP ATM Visa Card is an international card that will enable our cardholders to gain access to their funds in any ATM all over the world that has Visa logo and may also be used for online purchases.

To facilitate the immediate distribution, we would like to invite your faculty and staff who were issued DBP ATM Cards on or before August 27, 2012 to claim their DBP ATM Visa Cards in DBP Cebu Branch. For a cardholder to claim his/her DBP ATM Visa Card, he/ she shall present his/her valid ID to the New Accounts Clerk. Should the cardholder choose to nominate a representative to claim his/her DBP ATM Visa Card, the following must be submitted to the New Accounts Clerk: (1) duly signed authorization letter, (2) Photocopy of Cardholder's valid ID bearing his/her signature, (3) Photocopy of Representative's valid ID bearing his/her signature. The authorization letter must state that the cardholder authorizes the representative to claim both the ATM Visa Card and the PIN form. The ATM cards may be claimed during banking hours from 9:00am to 3:30pm, Mondays to Fridays.

Should you have further inquiries, you may reach Ms. Sheena Nasiad through our telephone number 255 6315 loc. 103.

Thank you very much.

Very truly yours,

  
SM CLIFF CHATTO  
Branch Head