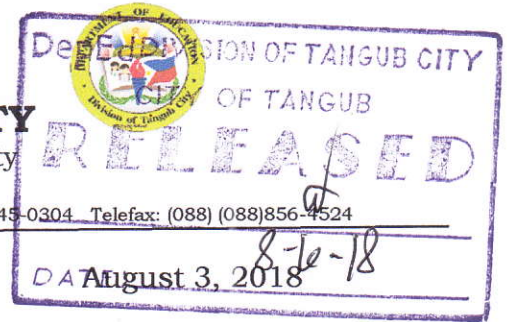




Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF TANGUB CITY**  
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## DIVISION MEMORANDUM

No. **207**, s. 2018

### ALTERNATIVE METHOD OF MANAGING BANKING TRANSACTIONS

To: Office of the Schools Division Superintendents  
Curriculum Implementation Division  
Schools Governance and Operations Division  
Principals/Head Teachers, TICs, OICs  
This Division

1. New technology in banking is already transforming the landscape of financial transactions delivering a faster, more efficient and transparent experience to consumers. Convenience of making bank transactions such as ATM Balance Inquiry, without the hassle of going to bank branches, is one of the services readily available online.
2. In this premise, all personnel of DepED Tangub City are hereby informed of these services by [www.bancnetonline.com](http://www.bancnetonline.com). This shall give faster access and updates of account balance. This shall also save one's time and other resources from visiting bank kiosks to enquire if salaries and other benefits have been downloaded already to one's account.
3. Enclosed is the procedure for User Account Registration and ATM Card Enrolment.
4. Immediate and wide dissemination of this memorandum is desired.

**JEAN G. VELOSO**

Assistant Schools Division Superintendent  
OIC - Schools Division Superintendent

JGV/ama08032018

**Relevant, inclusive and liberating basic education builds a strong nation.**

## **PROCEDURE FOR USER ACCOUNT REGISTRATION AND ATM CARD ENROLMENT**

### **User Account Registration**

**Step 1:** Click on the Register Now Button.

**Step 2:** Read the Terms and Conditions for the use of BancNet Online. Click the checkbox 'I Agree with the Terms and Conditions' to signify agreement to the terms and conditions, and click the [Next] button.

**Step 3:** Input preferred username and password. Make sure to follow the requirements for both the username and the password. Click the [Next] button to proceed.

**Step 4:** Input your personal and contact information. Once complete, click the [Next] button to proceed to the last step of the registration.

**Step 5:** The information entered in steps 2 and 3 will be displayed. Please double-check the details entered and click the [Submit] once verified.

A window will appear entitled Registration Successful. Click [OK] button to proceed to ATM Card Enrolment.

### **ATM Card Enrolment**

**Step 1:** Click the Enrol ATM Card menu or follow the instructions after successful account registration.

**Step 2:** Read the Terms and Conditions for the enrolment of ATM cards to BancNet Online. Click the checkbox 'I Agree with the Terms and Conditions' to signify agreement to the terms and conditions, and click the [Next] button.

**Step 3:** Input Bank Information and Mobile number and click the [Next] button to proceed.

**Step 4:** Enter the ATM card and account information. Then, input your ATM PIN using the dynamic PIN keypad. Click the [Next] button to proceed to the confirmation page.

**Step 5:** The information entered in steps 2 and 3 will be displayed. Please double-check the details entered and click [Submit] once verified.

A window will appear entitled ATM Card Enrolment Successful. Click [Yes] button to enroll another card to your BancNet Online account, otherwise click [No].

\*\* For a more detailed instruction with screenshots of the steps visit [www.depedtangub.net/bancnet-registration](http://www.depedtangub.net/bancnet-registration)