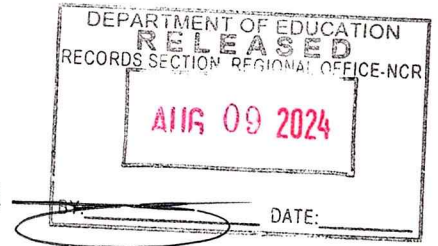




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD - 2024 - 793

TO: Schools Division Superintendents
 Assistant Regional Director
 Chiefs, Functional Division
 Units / Section Heads
 All Others Concerned

FROM: **JOCELYN DR ANDAYA**
 Director IV

SUBJECT: **SUBMISSION OF DOCUMENTS FOR FUNDING REQUESTS
 TO DBM-NCR AND FOR PROCESSING OF CLAIMS FOR
 PAYMENT**

DATE: August 7, 2024

1. Pursuant to Section 3.17.1 of National Budget Circular No. 592 (Fund Release Guidelines for FY 2024) dated January 2, 2024, the Department of Budget and Management (DBM) has set November 15, 2024, as the deadline for agencies to submit requests for the release of additional SAROs/NCAs.
2. Relative thereto, *all field offices and other concerned offices* of the Regional Office are directed to submit their **funding requests to the Finance Division not later than November 11, 2024**, to ensure timely processing of said documents before forwarding them to DBM-NCR.
3. **For the Regional Office Proper:**
 - 3.1 To maximize the use of available funds and considering the limited validity period for release, obligation, and utilization of all budget authorization, all Obligation Request Status (ORS) and Disbursement Vouchers with complete and signed documents for expenses incurred in the implementation of the PPAs including the traveling, office supplies, communication and various reimbursable must be submitted by the functional divisions of the Regional Office to Finance Division not later than **October 31, 2024, for payment.**
 - 3.2 The processing of all claims received beyond October 31, 2024, will be deferred to FY 2025 for they will be considered as Accounts Payable as of December 31, 2024, subject to NCA request to DBM-NCR.



Address: 6 Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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3.3 Section 3.4 of the NBC 572 specifies that any disbursements, and obligations for PPAs covered by valid contracts, which have not been completed/delivered by the end of the year, shall be considered as Not Yet Due and Demandable Obligations (NYDDO). Once these goods/services/projects have been delivered/rendered/completed and accepted beyond the validity period of the FY 2024 appropriations, then they will be considered as due and demandable Accounts Payable (AP), thus shall follow the rules on AP, following the provisions of Executive Order No. 87, s. 2019 and DBM-COA Joint Circular (JC) No. 2021-1.

4. For strict compliance.

JOCELYN DR ANDAYA
Director IV