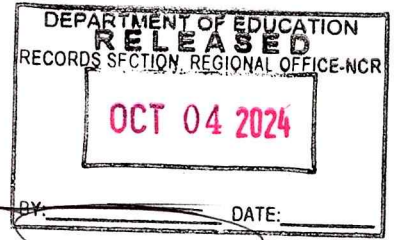




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
ORD - 2024 - 1014

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

**FROM:**  **JOCELYN DR ANDAYA**  
Director IV

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

**DATE:** October 2, 2024

1. As a reminder, please take note of the following directives from Regional Memorandum ORD-2024-793, dated August 7, 2024, on the subject mentioned above:
2. Schools Division Offices and Implementing Units are required to **submit their funding requests for additional SAROs/NCAs to the Finance Division on or before November 11, 2024**, duly supported with the original/certified true copy of the following documentary requirements:
  1. URS Generated FAR 1, FAR 1-A, FAR 4 as of September 30, 2024
  2. URS FAR 3 – Aging of Accounts Payable as of December 31, 2023
  3. Certified True Copy of Sub-ARO
  4. Monthly Disbursement Program (MDP) and LDDAP-ADA
  5. SBRs with List of Creditors and Fund Source (separate cover letters for Current and Prior Year Accounts Payable)
  6. Other requirements per DBM Citizen's Charter, 5<sup>th</sup> Edition
3. Program owners of the Regional Office Proper (ROP) should expedite the utilization of all remaining unobligated funds for FY 2024. Furthermore, ensure that all planned activities for the current fiscal year, as stipulated in the WFP, are executed and that the support funds requested are utilized.



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4. Similarly, considering the proximity of the end of the 4th Quarter of this year, wherein NCA balances will lapse, program owners are instructed to hasten the **submission of all prior year accounts payable and completed activities on or before October 31, 2024, for payment.**
5. Please kindly refer to the Weekly Budget Utilization Rate Monitoring (WBUR) @[bit.ly/WBUR-2024](https://bit.ly/WBUR-2024) for updates on the unutilized allotments and unobligated balances for FY 2024 programs/projects.
6. For strict compliance.

**JOCELYN DR ANDAYA**  
Director IV