

Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR FINANCE

MEMORANDUM  
 OUF-2020-0623

OFFICE OF THE DIRECTOR IV	
Date and Time Received 11/17/20 4:00	Signature <i>[Signature]</i>
Date and Time Released 11/17/20 4:30	Signature <i>[Signature]</i>

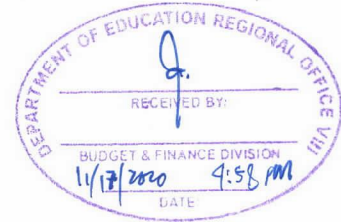
TO : REGIONAL DIRECTORS  
 REGIONAL FINANCE OFFICERS  
 SCHOOLS DIVISION SUPERINTENDENTS  
 SCHOOLS DIVISION FINANCE OFFICERS

FROM : *[Signature]*  
 ANNALYN M. SEVILLA  
 Undersecretary for Finance

*[Signature]*  
 RAMON FIEL G. ABCEDE  
 Assistant Secretary for Finance

SUBJECT : CASH REQUIREMENTS OF SUB-AROs RECEIVED

DATE : November 16, 2020



This refers to the cash requirement of allotments downloaded by this Office to the respective Regional Offices (ROs)/Schools Division Offices (SDOs) through the issuance by the Budget Division, Finance Service of Sub-Allotment Release Orders (Sub-AROs).

We understand that, by policy, the recipient units of the Sub-AROs issued by the Central Office shall be the one to submit the requests to the DBM-RO concerned for issuance of cash allocations corresponding to the allotments they received. However, for those units whose requests for issuance of Notice of Cash Allocations (NCA) have not yet been acted upon by the DBM-ROs due to the very tight fiscal position of the national government, may submit their requests instead to this Office, for evaluation and possible issuance of Notice of Transfer of Allocation (NTA). Inasmuch as our servicing bank in the Central Office is Land Bank of the Philippines (LBP), only the requests of the units maintaining their MDS-Sub Accounts with LBP Branches will be accommodated, subject to availability of cash allocations.

The ROs/SDOs may send their requests relative to the abovementioned subject to the Accounting Division via email address: [fs.ad.crocs@deped.gov.ph](mailto:fs.ad.crocs@deped.gov.ph) and copy furnish the Office of the Director for Finance Service through: [emmanuel.magallona@deped.gov.ph](mailto:emmanuel.magallona@deped.gov.ph) until **November 20, 2020 (Friday)**.

For validation purposes, the request should be supported by a List of Valid Creditors.

For your guidance and compliance.

*[Handwritten initials]*  
 11/17/20