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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

December 7, 2022

REGIONAL MEMORANDUM

No. **1398**, s. 2022

RELEASE OF FUND TRANSFERS TO SCHOOLS DIVISION OFFICES (SDOS) AND IMPLEMENTING UNITS (IUS) IN CALENDAR YEAR (CY) 2023

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Finance Division, hereby announces that **effective January 1, 2023**, the release of fund transfers from the Regional Office to various Schools Division Offices (SDOs) and Implementing Units (IUs) shall be as follows:

- a. **Release of funds to cover payment of various Lump-Sum Expenditures from the Regional Office to SDOs and IUs** shall be made through the issuance of a **Sub-Allotment Release Order (Sub-ARO)**. For funds with the corresponding **lump-sum Notice of Cash Allocation (NCA) released to the Regional Office**, transfer of cash allocation to the SDOs/IUs shall be made through a **Notice of Transfer of Allocation (NTA)** for SDOs and IUS with **Land Bank of the Philippines (LBP)** as its **Government Servicing Banks (GSBs)** for their **Modified Disbursement System (MDS) Accounts**. Following this procedure, **no liquidation reports are required to be submitted to the Regional Office;**
- b. For SDOs/IUs maintaining **GSBs other than LBP**, fund transfers shall be made through **funding checks. However, no additional fund transfer shall be made unless the previous fund transfer has been fully liquidated** pursuant to COA Circular 2012-001 as amended by COA Circular 2016-002 and COA Circular 2017-002.
- c. In this regard, **all SDO concerned** are hereby required to **immediately submit the liquidation reports for all fund transfers released in CY 2022 and prior years that remained unliquidated to date.**



The schedule of unliquidated fund transfers and the required documentary requirements pertaining thereto have already been communicated to the respective SDOs through the SDO Accountants, for compliance;

- d. In instances where the Regional Department of Budget and Management (**DBM-RO**) cannot release NCA to SDO/IUS, a request for cash allocation from **DepEd-Central Office (CO) may be made**, the release of which will be through a **Notice of Transfer of Allocation (NTA) from CO to SDOs/IUS, provided, the requesting office has the same MDS depository bank maintained by CO, which is Land Bank of the Philippines (LBP).**
 - e. Downloading of funds from RO to SDOs for various programs/activities funded through the Sub-AROs which are released from DepEd Central Office to the Regional Office proper shall likewise be made through the issuance of Sub-Allotment Release Orders, the corresponding NCAs of which shall be requested by the receiving SDO (Implementing Agency) from DBM-RO.
2. Moreover, concerned SDOs and IUS may opt to have LBP as their GSB for their MDS account to facilitate easy fund transfers.
 3. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

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FD-GJF