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

October 11, 2023

**REGIONAL MEMORANDUM**

No. **1113** s.2023

**ADDENDUM TO ADVISORY DATED SEPTEMBER 15, 2023 RE: SUBMISSION OF FUNDING REQUESTS FOR SUB-ALLOTMENT RELEASE ORDERS (SUB-AROS) ISSUED BY DEPED REGIONAL OFFICE VIII**

To: Schools Division Superintendents  
Regional Office Division Chiefs  
School Heads of Implementing Unit Secondary Schools  
All Others Concerned

1. Attached is an Advisory from the Department of Budget and Management - Regional Office VIII entitled "**Addendum to Advisory dated September 15, 2023 Re: Submission of Funding Requests for Sub-Allotment Release Orders (Sub-AROs) Issued by DepEd Regional Office VIII**" dated October 4, 2023 for information and guidance of all concerned.

2. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosures: DBM-RO VIII Advisory, dated October 4, 2023

References: None

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

REQUESTS FROM DBM

FD-BS-GJNC





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII



**ADVISORY**

October 4, 2023

FOR : **The Regional Director, Schools Division Superintendents and Heads of Implementing Unit Secondary Schools, Department of Education (DepEd) VIII**

FROM : **The Regional Director, DBM RO VIII**

SUBJECT : **ADDENDUM TO ADVISORY DATED SEPTEMBER 15, 2023 RE: SUBMISSION OF FUNDING REQUESTS FOR SUB-ALLOTMENT RELEASE ORDERS (SUB-AROs) ISSUED BY DEPED REGIONAL OFFICE VIII**

1. As an addendum to the above-mentioned advisory, release of funds issued through Sub-AROs by **DepEd-Central Office** for Personnel Services (PS) Maintenance and Other Operating Expenses (MOOE), and Capital Outlay should be **directly submitted to DBM by the requesting Schools Division Office or Implementing Units**. (i.e. secondary schools). Likewise, as much as practicable, we encourage submissions on a **per batch basis** (i.e. every 10<sup>th</sup> and 20<sup>th</sup> day of the month only).
2. However, please be informed of the issuance of DBM Circular Letter No. 2023-13 dated October 2, 2023<sup>1</sup>. Agencies are reminded to submit to the DBM requests for the release of additional SAROs/NCAs **up to November 15, 2023** as prescribed under item 3.15.1 of National Budget Circular (NBC) No. 590 (Fund Release Guidelines for FY 2023) dated January 3, 2023.
3. Relatedly, pursuant to the Fiscal Year 2023 DBM Citizen's Charter (5<sup>th</sup> Edition), the following required supporting documents shall be submitted, to wit:
  - 3.1 Special Budget Request (Original copy);
  - 3.2 Financial Accountability Report (FAR) No. 1 (Unified Reporting System [URS] – generated and original/certified true copy);
  - 3.3 Latest FAR No. 4 (URS-generated and original/certified true copy);
  - 3.4 Budget Execution Document (BED) No. 3 (Manually-prepared and original copy);
  - 3.5 Computation of Deficiency (Original copy); and
  - 3.6 Certified true copy of Sub-ARO.
4. For information, guidance, and compliance, please.

**IMELDA C. LACERAS, CESO III**

<sup>1</sup> Reiteration of the Deadline for Submission of Agency Request/s for the Release of Additional Funds Requiring Issuance of SARO/NCA