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

November 12, 2026

**REGIONAL MEMORANDUM**
No. 1514 s. 2026

**COURSING OF REQUESTS FOR DISBURSEMENT AUTHORITY FOR MOOE AND CAPITAL OUTLAY THROUGH THE DEPED REGIONAL OFFICE FOR THE RELEASE OF NOTICE OF TRANSFER ALLOCATION (NTA)**

To: Schools Division Superintendents
Heads of Implementing Units
Division Budget Officers and Accountants
All Others Concerned

1. Per advice of the **Department of Budget and Management (DBM) Regional Office VIII**, all requests for **Disbursement Authority**, such as the release of the **Notice of Cash Allocation (NCA) for Maintenance and Other Operating Expenses (MOOE) and Capital Outlay (CO)**, of the Schools Division Offices (SDOs) and Implementing Units (IUs) shall no longer be submitted directly to the DBM Regional Office.

2. All such requests shall instead be **coursed through the DepEd Regional Office VIII**, which shall review and consolidate the same for submission to the **DepEd Central Office** for the release of the **Notice of Transfer Allocation (NTA)**.

3. The e-copy (PDF) of the signed request, together with all the supporting documents, shall be submitted **on or before November 16, 2026** to the DepEd Regional Office VIII Finance Division through the following email addresses:
   a. To: **finance.region8@deped.gov.ph**; and
   b. Cc: **garyjay.calipayan@deped.gov.ph**.

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

**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**
Regional Director

DEPARTMENT OF EDUC... RECORDS SECTION REGION VIII
1514
By: 11-17-26

Enclosures: None
References: None
To be indicated in the Perpetual Index under the following subjects:

DISBURSEMENT AUTHORITY
NCA

NTA
MOOE
CAPITAL OUTLAY