



Republic of the Philippines
Department of Education
Region VI – Western Visayas

October 26, 2023

DIVISION MEMORANDUM

No. **543** s. 2023

**DEADLINE FOR SUBMISSION OF AGENCY REQUEST/S FOR THE
RELEASE OF ADDITIONAL FUNDS REQUIRING THE ISSUANCE OF SARO/NCA**

To: Public Secondary School Heads of Implementing Units
Accountants/Bookkeepers of Implementing Units
All Others Concerned

1. Attached is **DBM CIRCULAR LETTER No. 2023 - 13** titled “Reiteration of the Deadline for Submission of Agency Request/s for the Release of Additional Funds Requiring the Issuance of SARO/NCA”.
2. Anent this, the Secondary Implementing Units are directed to prepare the request for Personnel Services (PS) deficiencies including loyalty pay and monetization of leave credit benefits to be submitted to the Budget Section, this office, on or before **November 10, 2023**.
3. Immediate dissemination of and compliance with this Memorandum are desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent 

Encl.: As stated
Reference: DBM Circular Letter No. 2023 - 13
To be indicated in the Perpetual Index
under the following subject;

REQUESTS REQUIREMENTS



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



CIRCULAR LETTER

No. 2023 - 13
October 02, 2023

TO : Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government Offices, Budget Officers; Heads of Accounting Units and All Others Concerned

SUBJECT : REITERATION OF THE DEADLINE FOR SUBMISSION OF AGENCY REQUEST/S FOR THE RELEASE OF ADDITIONAL FUNDS REQUIRING THE ISSUANCE OF SARO/NCA

- 1.0 In order to maximize the use of available funds, and considering the limited validity period for release, obligation and utilization of all budget authorization, agencies are reminded to submit to the Department of Budget and Management (DBM) their requests for the release of additional SAROs/NCAs **up to November 15, 2023** as prescribed under item 3.15.1 of National Budget Circular No. 590 (Fund Release Guidelines for FY 2023) dated January 3, 2023.
- 2.0 Relative thereto, concerned agencies are advised that processing of all requests received by the DBM beyond the said date shall be deferred to FY 2024.
- 3.0 However, requests regarding the following mandatory/urgent purposes are exempted from the subject cut-off date:
 - 3.1 PS deficiencies including, but not limited to Retirement and Life Insurance Premium contributions (Government Share), etc.; and
 - 3.2 Disaster mitigation projects/programs.
- 4.0 This Circular shall take effect immediately.


AMENA F. PANGANDAMAN
Secretary

