



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

SEP 21 2021

REGIONAL MEMORANDUM

No. 1074 s.2021

REQUEST FOR ALLOTMENT AND CASH ALLOCATION

To: Schools Division Superintendents
Secondary School Principals

1. This is to remind the Accountants and Budget Officers of the Schools Division Offices and Implementing Units that the deadline for submission to the Department of Budget and Management (DBM) of request/s for any release requiring the issuance of Special Allotment Release Order (SARO) and/or Notice of Cash Allocation is on November 15, 2021.
2. To ensure that all will be endorsed to the DBM on the said date, it is advised that requests with complete supporting documents be forwarded ahead of time. All requests for SARO and/or NCA should be received by the Finance Division not later than **November 10, 2021**.
3. All savings and available cash allocation must be taken into consideration before making a request to avoid unutilized funds.
4. For queries on the said matter, please contact **Ms. Susan A. Villanueva** of the Finance Division at **(072) 682-2324 local 116**.
5. For information, guidance and compliance.


TOLENTINO G. AQUINO
Director IV

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

Funds

FD-BS/ass/RM_AllotmentandCashAllocation
September 21, 2021



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