



Republic of the Philippines  
Department of Education  
REGION I



**REGIONAL MEMORANDUM**

No. 1300, s. 2024

**DEADLINE FOR SUBMISSION OF REQUESTS FOR RELEASE  
OF NOTICE OF CASH ALLOCATION (NCA)**

To: School Division Superintendents  
School Heads  
All Others Concerned

1. This is to remind the Accountants and Bookkeepers 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 the release of Notice of Cash Allocation is on November 15, 2024. The requests regarding mandatory/urgent purposes such as (a) PS deficiencies; and (b) disaster mitigation projects/programs are exempted from the mentioned cut-off date.

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. The requests should be received by the Accounting Section **not later than November 11, 2024**. All savings and available cash allocations should be taken into consideration before making a request to avoid unutilized funds and reversion of cash.

3. All requests received beyond the said date shall be returned to the respective SDOs/IUs.

4. 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/mgc/RM\_ DeadlineforSubmissionofRequestfortheReleaseofNCA  
FD24016/October 14, 2024



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