



Republic of the Philippines
Department of Education
REGION I



OCT 21 2025

REGIONAL MEMORANDUM

No. 1425, s. 2025

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

To: Schools 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, 2025.

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 7, 2025**. 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_DeadlineforSubmissionofRequestsfortheReleaseofNCA
FD25019/October 20,2025



DepEd RO1



Docman 8



Flores St., Catbangen, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
DepEd Region I region1@deped.gov.ph
www.depedregion1.com

Doc. Ref. Code	RM-ORD	Rev	00
Effectivity	11.18.2024	Page	1 of 1

