Republic of the Philippines
**Department of Education**
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY:
DATE:
OCT 22 2026

**OFFICE MEMORANDUM**
FIN-2026-373

**SUBMISSION OF ESTIMATED PAYABLES AS BASIS FOR THE NOTICE OF CASH ALLOCATION (NCA) REQUEST**

To: Assistant Regional Director
Chiefs of Functional Divisions
All Concerned Personnel

1. In connection with the forthcoming deadline for the submission of requests for the release of Notice of Cash Allocation (NCA) to the Department of Budget and Management (DBM), all functional divisions are hereby requested to submit, through the prescribed links, the required information **on or before October 28, 2026**. The submission shall cover all anticipated payables expected to be forwarded to the Accounting Section for processing and payment within Calendar Year (CY) 2026 and shall form part of the basis for the determination of the Office's cash requirements.

2. The following information shall be submitted through the designated links:

**For goods and activities already procured:**
Link: *https://tinyurl.com/AlreadyProcuredROI2026*
- Name of Supplier
- Activity/Procurement Title
- Date of Delivery/Conduct
- Contract/Purchase Order Amount
- Fund Source

**For goods and activities not yet procured but expected to be delivered or conducted within CY 2026:**
Link: *https://tinyurl.com/TobeProcuredROI2026*
- Procurement Status
- Activity/Procurement Title
- Approved Budget for the Contract (ABC)
- Expected Date of Delivery/Conduct
- Fund Source

3. The data submitted shall serve as the basis for estimating the cash requirements for the remaining period of CY 2026 and for preparing the corresponding NCA request. To ensure the accuracy of the estimated cash requirements and minimize the risk of cash reversions, only those claims reasonably expected to have complete supporting documents and be ready for processing and payment within the year should be included. All program owners are enjoined to carefully review and validate the information prior to submission.

4. For information and strict compliance.

**ESTELA P. LEON-CARIÑO EdD, CESO III**
Director IV/Regional Director

FIN-AS/mgc/OM_EstimatedPayables
October 22, 2026

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