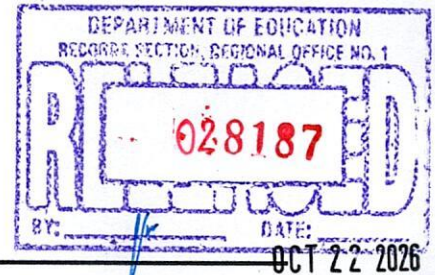




Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 1407, s. 2026

**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 inform the Accountants and Bookkeepers of the Schools Division Offices (SDOs) and Implementing Units (IUs) that the deadline for the submission of requests for the release of Notice of Cash Allocation (NCA) to the Department of Budget and Management (DBM) is on November 3, 2026. Requests for mandatory and urgent requirements, such as: (a) additional Personnel Services (PS) requirements; and (b) requests arising from extraordinary or unforeseen circumstances requiring immediate government action, shall not be covered by the said cut-off date.
2. To facilitate the timely review, processing, and endorsement of requests to the DBM, all concerned offices are hereby directed to submit their requests, together with complete supporting documents, to the Finance Division - Accounting Section **on or before October 28, 2026**. This will provide sufficient time for the verification of documentary requirements and the rectification of any deficiencies that may be identified during the review process. Concerned offices are likewise enjoined to carefully assess their available cash balances prior to submitting requests to prevent unutilized cash allocations and the consequent reversion thereof.
3. Requests received beyond the aforementioned deadline shall no longer be accommodated and shall be returned to the concerned SDOs and IUs without further action.
4. For information, guidance and strict compliance.

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

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

FUNDS

REPORTS

FIN/mgc/RM_SubmissionofNCARRequests
FIN2608/October 22, 2026



FIN260385



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