



Republic of the Philippines
Department of Education
Region V
DIVISION OF SORSOGON
Sorsogon



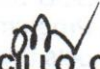
DIVISION MEMORANDUM
No. 206 S. 2019

SUBMISSION OF FINANCIAL CLAIMS NEEDING BUDGET FOR YEAR 2019

To Assistant Schools Division Superintendent
CID and SGOD Chief
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Unit and Section Heads
All Others Concerned

1. This has reference to the November 15, 2019 deadline set by the Department of Budget and Management to all government agencies requesting release of additional Special Allotment Release Orders (SAROs) and cash allocations.
2. For the Salaries and Other Personnel Services (PS) claims of the newly hired teaching and non-teaching personnel, the following documents must be submitted by the Personnel Section to **Finance Unit- Budget Section** on or before October 31, 2019.
 - a. Notice of Organization, Staffing and Compensation Action (NOSCA)
 - b. Copies of Appointments
 - c. Computation of Annual Requirement of Employees' salaries and benefits.
3. For activities funded by MOOE/CO funds like GAD ACTIVITIES, INSET and Other Related PPAs, all duly approved work and financial plans, project proposals and training designs must be submitted to **Finance Unit- Budget Section** on or before October 31, 2019.
4. Contracts, Purchase Orders, Approved Purchase Requests and Proposals needing budget must be also be submitted to **Finance Unit- Budget Section** on or before October 31, 2019.

5. Financial claims needing budget which are submitted and received by the **Finance Unit-Budget Section** after October 31, 2019 will be treated as Accounts Payable and will be paid the following year.
6. Please be reminded that all funds regardless of allotment class (PS,MOOE,CO) are valid until December 31, 2019 only pursuant to Cash Budgeting System pe Executive Order No. 91 dated September 9, 2019.
7. Secondary schools with fiscal autonomy are enjoined to observe the same cut-off date.
8. For strict compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
BONCODIN HALL, GENERAL SOLANO STREET, SAN MIGUEL, MANILA



CIRCULAR LETTER

No. 2019-12
October 10, 2019

TO : All Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government, Budget Officers; Heads of Accounting Units, COA Auditors, Heads of Modified Disbursement System-Government Servicing Banks (MDS-GSBs) and All Others Concerned

SUBJECT : REITERATION OF DEADLINE FOR SUBMISSION OF AGENCY REQUEST/S FOR RELEASE OF ADDITIONAL FUNDS REQUIRING THE ISSUANCE OF SARO/NCA

- 1.0 To ensure processing of request/s for release of funds in FY 2019, agencies are reminded to submit to the Department of Budget and Management, such requests for issuance of SAROs/NCA's in FY 2019 not later than **November 15, 2019**.
- 2.0 Any request for release of funds received by the DBM beyond the said date shall be processed on the first working day of FY 2020.
- 3.0 The November 15, 2019 deadline shall not apply to requests for release of PS deficiencies including but not limited to Retirement Gratuity/Terminal Leave, Performance Based Bonus, Retirement and Life Insurance Premium.
- 4.0 This Circular shall take effect immediately.

WENDEL E. AVISADO
Acting Secretary

