



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

DEPARTMENT OF EDUCATION  
SDO-Iriga City RECORDS SECTION  
**RECEIVED**  
26 MAY 2026  
CTRL No.: 2026-05-250 Y.

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

**MEMORANDUM**  
**No. 25<sup>o</sup>, s. 2026**

To : **School Head, Francia Elementary School**  
**School Head, San Isidro Elementary School**  
**School Head, Santiago Integrated School**  
**School Head, Antipolo Integrated School**  
**School Head, Cristo Rey Integrated School**  
**School Head, Tubigan Elementary School**  
**School Head, San Pedro National High School**  
**School Head, Sta. Maria High School**  
**School Head, Sto. Niño National High School**  
**School Head, San Agustin Senior High School**  
**All Other Concerned Personnel**

From : **MARIA-MAGNOLIA F. BRIOSO**  
**OIC – Schools Division Superintendent**

Subject : **RELEASE OF CASH ADVANCE FOR FY 2025**  
**ACCOUNTS PAYABLE**

Date : **May 26, 2026**

1. Pursuant to **DepEd Order No. 29, s. 2019** re: *Procedural Guidelines on the Management of Cash Advances for School MOOE and Other Operating Expenses and Program Funds of Non-Implementing Units* under **COA-DBM-DepEd Joint Circular No. 2019-1, par. 17**, the account balance of schools shall not, at any given time, exceed the required amount for the school's operating budget or **₱500,000.00**, whichever is lower. Excess allocations that would result in account balances of more than ₱500,000.00 shall be retained at the SDO. School Heads are directed to judiciously expedite the utilization and liquidation of their funds to ensure that allocations retained at the Schools Division Office (SDO) are released, fully utilized, and that all programs are implemented on time.



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**SPRINGS**

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Edukasyon ay Dekalidad!

Sto. Domingo, Lungsod Iriga  
[iriga.city@deped.gov.ph](mailto:iriga.city@deped.gov.ph)



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2. Based on verification by the Accounting Office, your balance will exceed the limitations set forth in the above guidelines if the release is based on the total amount submitted as accounts payable for FY 2025.
3. In line with this, please inform the SDO **in writing** on or before **June 1, 2026**, through the Accounting Office, of your decision or the scheme/amount to be downloaded to your account. This should ensure the **full utilization of the Notice of Cash Allocation (NCA)** released by the Department of Budget and Management (DBM) for accounts payable, which is valid only until **June 30, 2026**.
4. For information, guidance, and strict compliance.



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