



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION

RECEIVED
28 JUL 2026

CTRL No.: 2026-07-765

MEMORANDUM

No. 365, s. 2026

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Schools Division Office Section Heads
Program Owners
Other Concerned

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

Subject : SUBMISSION OF CASH ALLOCATION REQUIREMENTS

Date : July 28, 2026

S. O. S. 7/28/26
R. N. 7/28/26
S. O. 7/28/26

DEPARTMENT OF EDUCATION
CI - IRIGA
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Time 4:59
7-28-26
JOSE B. MORENO

1. To ensure the timely payment of all implemented Programs, Projects, and Activities (PPAs) for Fiscal Year (FY) 2026, all Program Owners are directed to submit their cash requirements for the remaining months of the year.
2. The request for a Notice of Cash Allocation (NCA) to be submitted to the Department of Budget and Management (DBM) shall be based on the cash requirements submitted by the Program Owners. This is to ensure the full utilization of the NCA and to avoid any lapsing of funds within the year. Moreover, NCA utilization is one of the indicators used in determining the agency's performance rating under financial reporting, computed as follows:

$$\text{Disbursement BUR} = \frac{\text{Total cash disbursements (excluding TR)}}{\text{Total NCA (excluding TR)}}$$

3. The template for the cash requirements is attached for reference. Program Owners may also submit their requirements through the link provided below on or before August 1, 2026.

<https://tinyurl.com/vt5avhd6>



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4. The availability of cash to cover payments for implemented PPAs that were not included in the submitted cash requirements cannot be guaranteed for the remainder of FY 2026. While any non-utilization or lapse of the requested Notice of Cash Allocation (NCA) shall be the responsibility and accountability of the concerned program owner.
5. Immediate dissemination of and compliance with this Memorandum are hereby directed.

gr



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