



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

No. 537, s. 2025

**SUBMISSION OF DOCUMENTS FOR FUNDING REQUESTS TO DEPED-NCR  
AND FOR PROCESSING OF CLAIMS FOR PAYMENT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads / OICs  
Administrative Officer V  
All Others Concerned

1. Relative to the issuance of **Regional Memorandum ORD 2025-843** dated September 10, 2025 and pursuant to **Section 3.17.1 of the National Budget Circular No. 595 (Fund Release Guidelines for FY 2025)** dated January 10, 2025, this is to inform the field that the Department of Budget and Management has set the deadline for agencies to submit requests for the release of additional SAROs/NCAs on November 14, 2025, Friday. Likewise, DepEd-NCR has directed the submission of the funding requests to Finance Division not later than November 12, 2025, Wednesday 1:00pm to ensure timely processing of documents.

2. To conform with the deadline set by DepEd NCR and to give ample time for the SDO Accounting Unit to review and process the funding requests, **all concerned offices and program owners** are requested to submit the following applicable documents related to their PPAs **not later than November 7, 2025, Friday 3:00pm.**

- 2.1 Obligation Request Status (ORS)
- 2.2 Work and Financial Plan
- 2.3 Sub-Allotment Release Order
- 2.4 Travel Authority, Itinerary of Travel, Certificate of Appearance
- 2.5 Payroll
- 2.6 Purchase Request, Purchase Order / Contract
- 2.7 For Contracts awarded through Public Bidding, Tax Clearance Certificate for Final Settlement of Government Contracts

3. Particular attention is invited to Item 4 of RM ORD 2025-843, **“As mentioned in Section 3.4 of NBC No. 575, the disbursements and obligations for programs/activities/projects covered by valid contracts, which are not yet completed/delivered by the end of the year, shall be considered as NOT YET DUE and DEMANDABLE OBLIGATIONS (NYDDO)”.**

4. For the smooth and timely processing of claims for payment in the Division Office Proper and to fully utilize the available funds, Obligation Request Status and the necessary supporting documents for expenses incurred in the implementation of PPAs including expenses for traveling, training, supplies, communication and various reimbursements



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must be submitted to **SDO Accounting Unit not later than December 10, 2025, 5:00pm.** The issued Division Memoranda No. 267, s.2024 dated September 19, 2024 and No. 083, s.2025 dated February 18, 2025, will serve as guide on the necessary documentary requirements that must be attached to the ORS and Activity Request (AR) or Authority to Conduct (ATC) for MOOE transactions.

5. Immediate dissemination and compliance of this Memorandum is desired.

  
**VIOLETA M. GONZALES, CESO VI**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: As stated

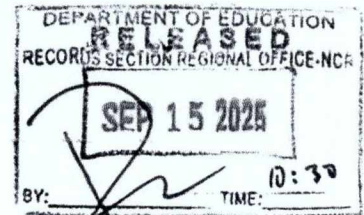
To be indicated in the Perpetual Index  
under the following subjects:

**FUNDING REQUESTS      EXPENSES**

KEM/ SUBMISSION OF DOCUMENTS FOR FUNDING REQUESTS TO DEPED-NCR AND FOR PROCESSING OF CLAIMS FOR PAYMENT  
\_\_\_\_\_/ 10/15/2025




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD 2025 - 843

**TO :** Schools Division Superintendents  
Division Accountants  
Division Budget Officers  
Chiefs, RO Functional Division  
Units / Section Heads  
All Others Concerned

**FROM :** **JOCELYN DR. ANDAYA**   
Regional Director, NCR  
Concurrent Officer-In-Charge,  
Office of the Assistant Secretary for Operations

**SUBJECT :** **SUBMISSION OF DOCUMENTS FOR FUNDING REQUESTS  
TO DBM-NCR AND FOR PROCESSING OF CLAIMS FOR  
PAYMENT**

**DATE :** **SEPTEMBER 10, 2025**

1. Pursuant to Section 3.17.1 of National Budget Circular No. 595 (Fund Release Guidelines for FY 2025) dated January 20, 2025, the Department of Budget and Management (DBM) has set November 14, 2025, as the deadline for agencies to submit requests for the release of additional SAROs/NCAs.

2. Relative thereto, *all field offices and other concerned offices* of the Regional Office are directed to submit their **funding requests to the Finance Division not later than November 12, 2025, Wednesday 1:00pm**, to ensure timely processing of said documents before forwarding them to DBM-NCR.

**3. For the Regional Office Proper:**

3.1. To maximize the use of available funds and considering the limited period for release, obligation, and utilization of all budget authorizations, all Obligation Request Status (ORS) and Disbursement Vouchers with complete and signed documents for expenses incurred in the implementation of the PPAs including the traveling, office supplies, communication and other various reimbursements must be submitted to the Finance Division not later than October 31, 2025.

3.2. The processing of all claims received beyond October 31, 2025, will be deferred and considered as Accounts Payable as of December 31, 2025, subject to NCA request to DBM-NCR the following year.



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4. As mentioned in Section 3.4 of NBC No. 575, the disbursements and obligations for programs/activities/projects covered by valid contracts, which are not yet completed/delivered by the end of the year, shall be considered as Not Yet Due and Demandable Obligations (NYDDO).
  
5. For strict compliance.



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