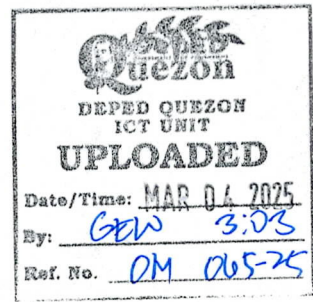




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



4 March 2025

**OFFICE MEMORANDUM**  
OM No. 065, s. 2025

**URGENT REMINDER TO EXPEDITE UTILIZATION OF FUNDS  
BEFORE NCA LAPSE ON MARCH 31, 2025**

**To:** Assistant Schools Division Superintendents  
Division Chiefs – CID & SGOD  
PAPs Proponents  
All Others Concerned

This memorandum serves as a **reminder to all proponents** of programs, activities, and projects (PAPs) for the first quarter to expedite fund utilization, particularly in light of the upcoming **lapsing of the Notice of Cash Allocation (NCA) on March 31, 2025**, under the cash-based budgeting system. The cash-based budgeting system requires agencies to align expenditures within the year allocated, emphasizing the need for immediate action to ensure that all procurement and delivery of goods and services are completed before the NCA lapses. Proponents must closely monitor their PPA status and promptly address any delays with corrective action plans, ensuring that funds are effectively used for the purpose for which it was released subject to budgeting, accounting, and auditing rules and regulations.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

budcap03/4/2025

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164,  
(042) 784-0391, (042) 784-0321