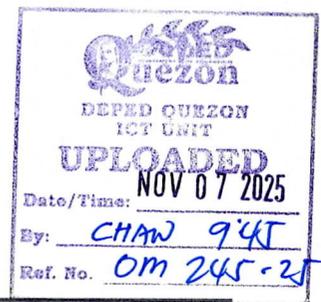




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 November 2025

OFFICE MEMORANDUM
OM No. 245, s. 2025

**URGENT REMINDER ON YEAR-END FUND UTILIZATION
AND SUBMISSION OF CLAIMS**

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

Pursuant to the existing guidelines of the **Department of Budget and Management (DBM)**—specifically under the cash-based budgeting system as provided in **National Budget Circular (NBC) No. 595, s.2025**, and its amendment **NBC No. 595-A**, **this Office announces that all Notices of Cash Allocation (NCAs) issued for the current quarter are set to lapse on 31 December 2025.**

All proponents are **strongly encouraged to expedite the utilization of their allocated funds.** It is essential to **monitor closely the implementation** of your respective **Programs, Projects, and Activities (PPAs)** and to **take timely corrective measures** to address any delays in execution.

To facilitate proper and timely disbursement prior to the close of the fiscal year, **all claims for goods and services that have been rendered and delivered must be submitted promptly for processing and payment. Submissions received beyond the prescribed cut-off dates shall be subject to applicable government regulations and existing guidelines.**

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Non-compliance may result in **audit disallowances or other accountability measures** in accordance with **Section 103 of Presidential Decree No. 1445**, relevant **COA rules and regulations**, and other applicable administrative laws.

All concerned are reminded to ensure that funds are **utilized efficiently, effectively, and solely for their intended purposes**, and that all transactions are conducted in strict compliance with all **budgeting, accounting, and auditing laws, rules, and regulations** as promulgated by the **DBM and COA**.

For transparency and guidance, the **Budget Office records are open for any questions or inquiries regarding fund balances and utilization status**. Concerned offices and proponents are encouraged to coordinate directly with the Budget Office for clarification or assistance as necessary.

This memorandum is issued for guidance and immediate compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Budcap 11/05/2025

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