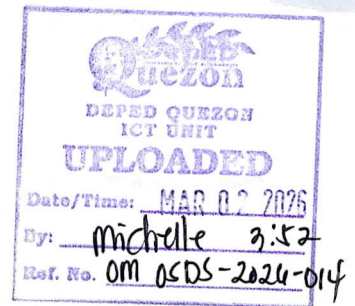




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



2 March 2026

OFFICE MEMORANDUM
OSDS-2026 - 014

**UPDATED GUIDELINES ON THE DISTRIBUTION OF SARO FROM
DBM, CO, AND RO**

**To: Assistant Schools Division Superintendents
Chiefs – CID & SGOD
Unit/Section Heads
All Others Concerned**

This Memorandum is issued to ensure the timely dissemination of Special Allotment Release Orders (SARO) received from the Department of Budget & Management (DBM), Regional Office (RO) and the Central Office (CO), to enable proponents to immediately commence the preparation of necessary documents for the execution and implementation of approved allotments, and to establish a clear and uniform procedure for forwarding both electronic and hard copies of SARO to concerned offices.

Advance copies of SARO received from the Regional Office through email shall be immediately forwarded to the concerned proponents via their official email addresses to allow them to begin preparing the required documentation and undertake initial steps for implementation. Official hard copies of SARO, once received, shall likewise be transmitted to the respective proponents' offices without delay for their reference, proper documentation, and appropriate action.

DEPEDQUEZON-TM-SDS-04-010-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>



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All concerned are hereby advised to be guided accordingly and to ensure prompt action upon receipt of the SARO copies.

For strict compliance.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

budcap03/02/2026

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