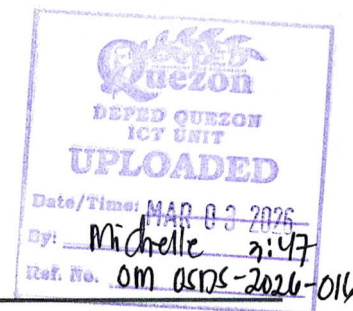




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



3 March 2026

**OFFICE MEMORANDUM**  
OSDS-2026 016

**URGENT REMINDER TO EXPEDITE UTILIZATION OF FUNDS  
BEFORE NCA LAPSE ON MARCH 31, 2026**

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

This is to remind all concerned that the **Notice of Cash Allocation (NCA)** will lapse on **March 31, 2026**, in accordance with the cash-based budgeting system and pursuant to **DBM National Budget Circular No. 599**, which prescribes the guidelines on the release, utilization, and validity of cash allocations under the annual cash program.

In line with these guidelines, all proponents are hereby directed to ensure that cash allocations are obligated and disbursed strictly within their validity period, consistent with the approved work and financial plans. Close monitoring of the implementation status of respective **Programs, Projects, and Activities (PPAs)** is required to **prevent delays** and the **eventual lapse of NCAs**. Any implementation issues shall be immediately addressed through appropriate corrective measures.

All expenditures shall strictly comply with existing budgeting, accounting, and auditing laws, rules, and regulations, including **COA Circular No. 2012-003**, particularly the guidelines on the utilization of funds, proper documentation of disbursements, and the

DEPEDQUEZON-TM-SDS-04-010-003



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responsibilities of accountable officers. Funds must be used solely for their authorized purposes and in accordance with established government financial management standards.

For strict compliance.

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



*budcap03/03/2026*

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