



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 24, 2021

DIVISION MEMORANDUM

No. 375, s. 2021

DEADLINE IN THE PROCESSING OF SPECIAL BUDGET REQUEST FOR CY 2021

1. This has reference to the attached Regional Memorandum No. 591 s. 2021 dated September 21, 2021 titled “Deadline in the Processing of Special Budget Request for CY 2021” with October 25, 2021 as the Regional Deadline to submit Special Budget Requests.
2. All SBRs will be consolidated at the Division Office (DO) level and Implementing Unit (IU) Schools are requested to submit **on or before October 10, 2021** the complete documents for the special budget request for the issuance of a Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA). This is to give this office sufficient time to consolidate the said requests and submit to the Regional Office.
3. This Office will no longer accept and endorse individual SBRs from Implementing Unit (IU) Schools starting September 29, 2021.
4. Kindly refer to the attached Regional Memorandum for the procedural guidelines and the updated documentary requirements.
5. A Google sheet will be cascaded to the IU Bookkeepers’ registered email address for them to encode the amount to be requested for Allotment and NCA.
6. For the information, guidance and compliance of all concerned.


MIGUEL MAC D. APOSIN EdD., CESO V
Schools Division Superintendent

Enclosure:

Regional Memorandum No. 591 s. 2021 dated September 21, 2021 titled “Deadline in the Processing of Special Budget Request for CY 2021”

MAJ/BSS/arln



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Department of Education
 REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
 No. 591, s. 2021

SEP 21 2021

DEADLINE IN THE PROCESSING OF SPECIAL BUDGET REQUEST FOR CY 2021

TO: OIC – Assistant Regional Director
 Schools Division Superintendents
 Regional Office Functional Division Chiefs
 All Others Concerned

1. Section 3.15 of National Budget Circular (NBC) 583 dated January 4, 2021, with the subject Guidelines on the Release of Fund for FY 2020, states that **November 15, 2021** is the deadline for submission to the DBM of the agency request/s for any release requiring the issuance of SAROs/additional NCAs.
2. Given this, the Schools Divisions are requested to **submit on or before October 25, 2021, the complete documents for the special budget request for the issuance of a Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA)**, to give this Office ample time to process the said requests.
3. This Office will no longer accept SBR individually from Operating Units starting October 11, 2021. All SBRs must be consolidated at the SDO level before submission.
4. Procedural Guidelines for the Special Budget Requests:

The Operating Units shall identify their need for ALLOTMENT and CASH for the following:

- 3.1 Newly-created non-teaching positions and unfilled positions that were filled up after the GMIS cut-off date;
- 3.2 Terminal Leave Benefits (TLB) of compulsory retirees;
- 3.3 Newly created teaching positions as authorized in FY 2018 and 2019 and unfilled positions that were filled up after the GMIS cut-off date; and
- 3.4 PS deficiency due to filling up of positions, such as but not limited to
 - 3.4.1 TLB of optional retirees
 - 3.4.2 Loyalty Pay
 - 3.4.3 Step Increments (current year only)
 - 3.4.4 Additional requirements for World Teacher’s Day Incentive Benefits (WTDIB).
- 3.5 The following links shall be used:



Address: Duran Street, Iloilo City, 5000
 Telephone Nos: (033)509-7653; (033)336-2816
 Email Address: region6@deped.gov.ph
 Website: region6.deped.gov.ph

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- 3.5.1 Google Sheet – where the SDOs shall encode the amount to be requested for Allotment and NCA
<https://tinyurl.com/PSDeficienciesSummary2021>
- 3.5.2 Google Drive – where all the supporting documents shall be uploaded.
<https://tinyurl.com/SBRPSDeficiencies2021>
- 3.5.3 Google Drive (Existing) – where all the FARS are uploaded.
<https://tinyurl.com/OnlineFARs>
- 3.6 The Operating Units (OU) in charge shall identify/compute PS deficiency of their respective Schools.
- 3.7 The OU in charge shall then prepare **Special Budget Request (SBR)** signed by the Principal or Head of School and a summary list of the items being requested. He/She shall then upload together with the SBR the supporting documents and FARS in the link provided in 2.1.2 and 2.1.3. with the emphasis that there is an assigned folder for every OU in the said link.
- 3.8 The updated documentary requirements for Special Budget Requests (SBRs) for Personnel Services (PS) are as follows:
- 3.8.1 General Documentary Requirements that must be attached in all kinds of SBRs for PS:
- 3.8.1.1 Manually prepared BED3 covering the amount requested (MDP)
- 3.8.1.2 FAR Nos. 1/1A/1B as of the latest quarter that preceding the request
- 3.8.1.3 FAR No. 4 as of the preceding month
- 3.8.2 Specific Requirements
- 3.8.2.1 PS Deficiency
- i. Detailed Computation of Actual PS requirements
- 3.8.2.2 Step Increment
- i. List of personnel entitled to Step Increment with data of Basic Salary before step increment and after step increment (refer to Annex B of DBM letter)
- ii. Notice of Step Increment (NOSI) 2019
- 3.8.2.3 Loyalty Pay
- i. List of personnel entitled to Loyalty Pay



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3.8.2.4 Additional Requirements for WTDIB

i. List of personnel entitled to WTDIB

3.9 The Schools Division Offices (SDOs) shall then evaluate and check the veracity of the SBR and attached documents uploaded by the OUs.

3.10 The SDO shall then encode in the consolidated summary the amount being requested per IU. The Google Sheet will be provided by RO under 2.2.1.

3.11 The CONSOLIDATED SBRs for PS deficiency of the SDO shall be signed by the Schools Division Superintendent reflecting the total amount of Allotment and Cash being requested by the SDO.

5. Wide dissemination of and compliance with this Memorandum are desired

RAMIR B. UYTICO EdD, CESO IV
Regional Director

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

BENEFITS
EMPLOYEES
FUNDS

POLICY
RULES AND REGULATIONS



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