



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR FINANCE

DepEd-SDO of Bulacan Office of the SDS

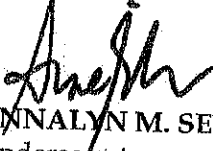
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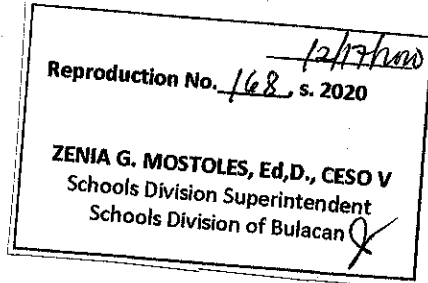
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MEMORANDUM  
OUF-2020-0709

FOR : UNDERSECRETARIES  
ASSISTANT SECRETARIES  
BUREAU AND SERVICE DIRECTORS  
PROGRAM MANAGERS  
ALL OTHERS CONCERNED

FROM :   
ANNALYN M. SEVILLA  
Undersecretary

  
RAMON FIEL G. ABCEDE  
Assistant Secretary



SUBJECT : EXTENSION OF DEADLINE OF SUBMISSION OF REQUESTS FOR  
OBLIGATION AND DISBURSEMENT FOR THE FISCAL YEAR (FY) 2020

DATE : December 14, 2020

This is to extend the deadline indicated in Memorandum No. OUF-2020-0615 entitled "Deadline of Submission of Requests for Obligation and Disbursement for the Fiscal Year (FY) 2020", from December 15, 2020 to December 23, 2020.

Extension is granted due to the memorandum issued by the Office of the Secretary dated December 13, 2020, with the subject "Placing the DepEd Complex on lockdown from December 14-18, 2020.

Any request received after December 23, 2020 will no longer be entertained or acted upon, because otherwise, we will incur delays in the submission of our year-end financial reports to the Commission on Audit, Department of Budget and Management, and other regulatory agencies.

Also, in order to maximize the use of our 4th Quarter cash allocation and to prevent it from lapsing, may we request that claims for payment of valid obligations shall be submitted to the Accounting Division, Finance Service on or before December 23, 2020. Please note that the cash allocation for the 4th Quarter will lapse by December 31, 2020. The Land Bank of the Philippines, our servicing bank in the Central Office, will accept LDDAPs-ADAs and Advices of Checks Issued three (3) days prior to the last working day of the year for them to effect the crediting of the payments to the respective accounts of the payees.

Claims for payment that fail to meet the set deadline of submission to the Accounting Division (AD), FS will have to queue with available cash allocations for the 1st Quarter of 2021.

For any clarifications and questions, please contact the FS-BD via telephone number 8637-4214 or email at [fs.bd@deped.gov.ph](mailto:fs.bd@deped.gov.ph), or the FS-AD via telephone number 8633-7961 or email at [fs.ad@deped.gov.ph](mailto:fs.ad@deped.gov.ph).

For strict compliance.

Cc: **Budget Division**  
**Accounting Division**  
**Education Programs Delivery Unit**