



Republic of the Philippines
Department of Education
CARAGA REGION



December 9, 2021

OFFICE MEMORANDUM
No. 1010, s. 2021

To: CHIEFS, FUNCTIONAL DIVISION
This Office

**DEADLINE OF SUBMISSION OF REQUESTS FOR OBLIGATION AND
DISBURSEMENT FOR THE FISCAL YEAR (FY) 2021**

1. Pursuant to Section 62 of the General Provisions of Republic Act No. 11518, the General Appropriations Act (GAA) of FY 2021, **all appropriations authorized in the FY 2021 GAA, including budgetary support to GOCCs, shall be available for release and disbursement for the purpose specified, and under the same general and special provisions applicable thereto, until December 31, 2021.**
2. In addition, for FY 2021, **the appropriations for infrastructure capital outlays, including those subsidy releases to GOCCs for infrastructure projects, shall be valid for obligation until December 31, 2021, while the completion of construction, inspection, and payment shall be made not later than June 30, 2022. On the other hand, appropriations for MOOE and other capital outlays item shall likewise be valid for obligation until December 31, 2021, while the delivery, inspection and payment shall be made not later than March 31, 2022.**
3. Likewise, Section 1 of Executive Order No. 91, **Adopting the Cash Budgeting System Beginning Fiscal Year 2019, and for Other Purpose**, explicitly states that all authorized appropriations shall be available for obligation and disbursement only until the end of each fiscal year (FY).
4. Therefore, **all offices concerned must submit on or before December 15, 2021 to the Finance Division - Budget Unit all requests for Obligation of Allotment pertaining to the following:**
 - a. Contacts entered in 2021 such as procurement of goods and services;
 - b. Payment of authorized overtime services, loyalty pay, step increments, salary adjustments, wages of job order workers, and other personnel benefits;
 - c. Reimbursement of travel expenses and cash advances for emergency purchase of office supplies and others; and
 - d. Other claims for expenses already consummated in 2021.
5. **Any request received after December 15, 2021 will no longer be entertained or acted upon**, because otherwise, we will incur delays in the



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submission of our year-end financial reports to the Commission on Audit, Department of Budget and Management, and other regulatory agencies.

6. Also, in order to maximize the use of our 4th Quarter cash allocation and to prevent it from lapsing, **claims for payment of valid obligations shall be submitted to the Finance Division – Accounting Unit until December 15, 2021.** Please note that the cash allocation for the 4th Quarter will lapse after the last working day of December 2021.
7. Claims for payment that fail to meet the set deadline of submission to the Accounting Unit will have to queue with available cash allocations for the 1st Quarter of 2022.
8. For strict compliance


MA. GEMMA MERCADO LEDESMA
Regional Director 

Encls.: NONE

Reference: GAA FY 2021 and EO No. 91

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

OBLIGATIONS DISBURSEMENTS

FD/enn
12/09/2021