



## 2. Endorsement of Request for Cash Allocation from SDOs

Notice of Cash Allocation (NCA) is a cash authority issued by the DBM to central, regional, and other offices and operating units through the authorized government servicing banks of the MDS, to cover the cash requirements of the SDO.

<b>Office or Division:</b>	Finance Division – Accounting Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government (G2G)			
<b>Who may avail:</b>	Schools Division Offices and Implementing Secondary Schools			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Endorsement Letter from the Schools Division Office – for Implementing Secondary Schools			SDO	
2. Letter Request for Cash Allocation			Client	
3. Monthly Disbursement Program (BED no. 3)				
4. Sub-ARO for current year accounts payable (certified true copy)				
5. Financial Accountability Report No. 3 for Prior Years Accounts Payable				
6. Financial Accountability Report No. 1 for continuing appropriations – unobligated allotment				
7. Journal Entry Voucher for Stale checks				
8. Schedule of TRA Issued for difference between issued TRA and taxes withheld by DBM				
9. Computation for Cash Deficiency				
10. Bank Certification for lapsed NCA				
11. Other requirements as determined by the DBM				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit complete documents	1.1 Receive and review completeness of documents	None	35 minutes	Receiving Clerk/ ADAS
	1.2 Prepare endorsement letter	None	10 minutes	Budget Officer In-charge
	1.3 Review endorsement letter and supporting documents	None	10 minutes	AO V/ SAO
	1.4 Forward documents to Office of the Chief of Finance for initial on letter	None	10 minutes	ADAS CAO
	1.5 Forward documents to Office of ARD for initial	None	10 minutes	ADAS ARD
	1.6 Forward documents to ORD for approval and signature	None	10 minutes	ADAS RD
2. Receive letter	2.1 Release endorsement letter through Records	None	5 minutes	ADAS/ Records Section Staff
<b>TOTAL:</b>		None	<b>1 hour, 30 minutes</b>	