

MEMORANDUM

F O R : **ALL HEADS OF OFFICES, BUREAUS AND SERVICES AND UNITS**
DSWD Central Office

FROM : **THE OFFICER-IN-CHARGE OF GASSG**

SUBJECT : **FINANCIAL MANAGEMENT GUIDELINES NO. 32 SERIES OF 2020: DEADLINE OF SUBMISSION OF CY 2020 FINANCIAL CLAIMS FOR PAYMENT**

DATE : **26 November 2020**

This is in relation to Financial Management Guidelines No. 27 series of 2020 dated 23 October 2020, with deadline of submission of financial claims: Obligation Request and Status (ORS) and Disbursement Voucher (DV) for CY 2020 on December 29, 2020.

We would like to remind and emphasize the following:

1. **Validity** of the 4th quarter **Notice of Cash Allocation (NCA)** shall be until the last working day of the 3rd month of the quarter¹, in this case, **on December 29, 2020**, hence, to maximize the cash utilization of the Department and to give ample time for the processing of payment through List and Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), may we request the OBSUs to **forward all duly approved DVs to FMS Cash Division on or before December 23, 2020**.

All LDDAP-ADAs submitted to Land Bank of the Philippines (LBP) on or before December 28, 2020 will be credited to the claimant's respective LBP bank accounts on or before December 29, 2020². While LDDAP-ADAs submitted to LBP on December 29, 2020 may be credited on the 1st banking day of CY 2021.

2. Claims already obligated **with approved payment** validated by LBP until **December 29, 2020 are considered paid**, while, claims already obligated **without approved/processed payment on December 29, 2020** will be part


¹ Per DBM Circular Letter No. 2019-3 dated January 4, 2019 re: Guidelines Covering the Crediting and Validity of Notice of Cash Allocation (NCA) for Regular MDS Sub-Accounts Effective First Quarter of FY 2019 and Onwards

² Pursuant to DBM Circular Letter No. 2018-14 dated December 28, 2018 re: Updated Guidelines in the Implementation of the Modified Direct Payment Scheme (MDPS) Due Creditors/Payees of All National Government Agencies (NGAs)

of **accounts payable to be paid in CY 2021** (within the 1st quarter) following the cash-based budgeting; and

3. **Any ORS submitted beyond the deadline of December 29, 2020 will not be included as obligations of CY 2020 and may be considered as unbooked obligations** which may be filed personally by the claimant directly to the Commission on Audit (COA).

For your guidance and strict compliance.


ASEC. RODOLFO M. SANTOS, CESO II
As per Special Order No. 3256 series of 2020

OFFICE

MEMORANDUM

FOR : HEADS OF ALL OFFICES, BUREAUS, SERVICES AND UNITS
DSWD Central Office

THE REGIONAL DIRECTORS
DSWD Regional Offices I to XII, NCR, CAR and CARAGA

FROM : THE UNDERSECRETARY

SUBJECT : FINANCIAL MANAGEMENT GUIDELINES NO. 27, SERIES 2020:
DEADLINE OF SUBMISSION OF FINANCIAL CLAIMS FOR CY 2020

DATE : 23 OCTOBER 2020

This refers to the submission of Obligation Request and Status (ORS) and Disbursement Voucher (DV) for financial claims every 10th of the following month. We have observed that there are financial claims submitted beyond the deadline set.

On this, please be reminded of the deadline of the submission ORS and DV for claims, as follows:

Period of transactions	Deadline
• October to November 2020	Every 10 th of the following months
• December 2020	December 29, 2020

Any ORS submitted beyond December 29, 2020 will not be included as obligations for CY 2020 and may be considered as unbooked obligations. For unbooked obligations, the claimant may file their claims directly to the Commission on Audit (COA).

For any inquiries or clarifications regarding this guideline, you may contact the following:

Name	Position	Telephone Number/s
• Ms. Meriel P. Castillo	Chief, Budget Division for Regular Programs	Direct line: 951-7118 Trunk line: 931-8101-07 local 224/225 VOIP: 88570
• Ms. Janine G. Cosino	Chief, Budget Division for Special Programs	Direct line: 931-8149 Trunk line: 931-8101-07 local 216 VOIP: 88571

For your guidance and strict compliance.


JOSE ERNESTO B. GAVIOLA

