



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN



MEMORANDUM

FOR : **All Offices**
DENR Central Office

FROM : **The Undersecretary**
Finance, Information Systems, and Climate Change

SUBJECT : **DEADLINE FOR SUBMISSION OF OBLIGATION REQUEST AND STATUS (ORS) WITH COMPLETE DOCUMENTARY REQUIREMENTS FOR FY 2024**

DATE : **OCT 28 2024**

Pursuant to Joint Circular No. 2019-1¹ of the Commission on Audit (COA) and the Department of Budget and Management (DBM) dated 01 January 2019, Government Agencies are mandated to submit the Budget and Financial Accountability Reports (BFARs) to COA and DBM within 30 days after the end of each quarter.

In view of the forgoing, all offices are requested to submit their respective Obligation Request and Status (ORS) with **complete documentary requirements** to the Budget Division on the following deadlines:

Claims/Transaction for the period	Deadline of Submission
January 01- November 30, 2024	On or before December 9, 2024
December 2024	On or before December 16, 2024

All offices are hereby reminded to observe the deadline to give ample time for processing, and to ensure that all claims are settled before the closing of the books for FY 2024. Claims which are not submitted on the abovementioned deadline will not be accommodated.

For strict compliance.

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ATTY. ANALIZA REBUELTA-TEJADA

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