



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
OFFICE OF THE SECRETARY  
MANILA

097-13 DPWH  
1-17-91

27 DECEMBER 1990

DEPARTMENT ORDER NO.  
Series of 1990

279<sup>m</sup>  
1/17

TO ALL: Undersecretaries  
Assistant Secretaries  
Regional Directors  
Bureau Directors  
Project Directors  
Regional Equipment Engineers  
District/City Engineers  
Fiscal Controllers/Chief Accountants  
All Others Concerned  
This Department

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SUBJECT: Procedures in Requesting NCA for Extended Allotments and Accounts Payable.

In view of the expiration of the validity of NCA issued in CY 1990 on December 31, 1990 in accordance with DBM Circular Letter No. 90-25 dated November 5, 1990, the following guidelines are to be observed in requesting NCA for CY 1991 to cover Extended Allotments and Accounts Payable:

1. NCA for Extended Allotments of CY 1990 shall be requested from DBM duly supported with the following reports/documents:
  - a. Consolidated Preliminary Trial Balance.
  - b. Journal Vouchers of the Regional Offices and Operating Units pertaining to the closure and opening of the extended allotments showing breakdown by Categories, Acts, RA and EO.
2. NCA for Accounts Payable shall be requested from DBM duly supported by the following reports/documents:
  - a. Consolidated Preliminary Trial Balance.
  - b. List of Creditors to be paid showing among others Name of Creditors, Obligation Number, Amount Obligated, Liquidations, Unliquidated Balance as of December 31, 1990 and amount to be paid.

3. Request for release of NCA for Accounts Payable received by DBM starting April, 1991 shall be supported by the following:

a. Duly Audited Annual Statement of Accounts Payable as of December 31, 1990 - BF 304.

b. Statement of Charges to Accounts Payable as of March 31, 1991 - BF 305.

Please be guided accordingly.

*Jose P. de Jesus*  
JOSE P. DE JESUS  
Secretary