



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 DECS Complex, Marikina Avenue
 Pasig City, Philippines



*Sama-Sama
 sa DECS*

*Tanggapan ng Katihim
 Office of the Secretary*

March 8, 1999

DECS ORDER
 No. 24, s. 1999

**PROCEDURAL GUIDELINES IN THE SUBMISSION OF BUDGETARY
 REQUESTS FOR RELEASE AND REALIGNMENT OF FUNDS
 INCLUDING USE OF SAVINGS**

To: **Regional Directors
 Bureau/Service and Center Directors
 Schools Superintendents
 All Others Concerned**

1. It has been observed that there are a number of budgetary requests pertaining to the release of funds chargeable against the nationwide lump-sum appropriations of this Department, realignment of funds, and authority to use savings in allotments that are being submitted directly to the Department of Budget and Management without coursing such requests to the DECS Central Office for evaluation and review.
2. In order to ensure that budgetary requests are in accordance with existing DECS policies, guidelines, standards and procedures governing the matter requested, all requests of similar nature to the abovementioned categories and such other concerns that need DBM approval but final action are not among the list of budgeting functions delegated to the Regional, Bureau, Service and Center Directors, shall be coursed thru DECS Central Office for proper evaluation and indorsement to the Department of Budget and Management.
3. Strict compliance with the Order is directed.

Andrew B. Gonzalez
ANDREW B. GONZALEZ, FSC
 Secretary

Reference: None
 Allotment: 1—(D.O. 1-97)
 To be indicated in the Perpetual Index
 under the following subjects:

~~FUNDS~~
~~RULES & REGULATIONS~~