REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

OFFICIAL RELEASE
Central Records Division
MALACAÑANG, MANILA

CIRCULAR LETTER

No. 2014 - 11

December 10, 2014

TO : **All Heads of Departments, Agencies/Operating Units of the National Government, including State Universities and Colleges (SUCs); Government-Owned and/or -Controlled Corporations (GOCCs) and Local Government Units (LGUs) receiving National Government budgetary support; Budget Officers and Heads of Accounting Units, COA Auditors; Heads of MDS-Government Servicing Banks (MDS-GSBs); and All Others Concerned**

SUBJECT: Modified Formats of Notice of Cash Allocation (NCA) and Related Documents to be Used Starting January 2015

1.0 Background

COA-DBM-DOF Joint Circular No. 2014-1 dated November 7, 2014 enhanced the Funding Source code element of the Unified Accounts Code Structure (UACS). Effectively, two (2) digits for the **Fund Cluster** were added to the initial six (6) digit Funding Source code for purposes of facilitating release of funds, accounting, banking and reporting. The clustering of funding source codes streamlines recording by using only one set of books of accounts instead of requiring individual books by each fund source code.

Illustrations:

Description	FROM	TO
	Existing UACS Funding Source Code	**Modified UACS Fund Cluster Code**
Specific Budgets of National Government Agencies	101 101	**01** 101 101
Retirement and Life Insurance Premiums	104 102	**01** 104 102
SPFs - Miscellaneous Personnel Benefits Fund	101 406	**01** 101 406

2.0 Purpose

2.1 To prescribe the use of the modified formats for NCA, Monthly Requirement Schedule for NCA (MRS-NCA) and Advice of NCA Issued (ANCAI), reflecting the fund cluster codes; and

2.2 To define the roles and responsibilities of the DBM, MDS-GSBs and Agencies in ensuring consistency in the application and use of the modified documents.

3.0 **Coverage**

All government agencies, including Local Government Units (LGUs) and Government Owned or Controlled Corporations (GOCCs) receiving budgetary support from the national government.

4.0 **Guidelines**

4.1 Starting January 2, 2015, the DBM shall release the cash requirements of agencies using the modified formats of **NCA, MRS-NCA** and the **ANCAI** through its eBudget system, attached as **Annexes A, B and C** respectively.

4.2 The MRS-NCA reflecting the monthly cash requirements of the agency shall always be supported to the NCA (to the MDS-GSB) and ANCAI (to the agency concerned). This document presents the details on the funding source/s as well as the specific period/s for the bank to credit the programmed amounts.

4.3 MDS-GSBs shall ensure that their respective banks' data systems have already been adjusted to consider the fund cluster codes. It is understood that the GSBs' monthly reports on NCA utilization to be submitted to DBM reflects the classification of disbursements according to fund cluster, following the prescribed format per **Annex D**.

4.4 Departments/Agencies/Operating Units (OUs) shall ensure that issued disbursement instruments, i.e., MDS checks and List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) also reflect the appropriate fund cluster codes.

5.0 **Effectivity**

This Circular shall take effect January 1, 2015.

FLORENCIO B. ABAD
Secretary

A001702

ANNEX A

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA

NOTICE OF CASH ALLOCATION

Government Servicing Bank:	Fund Cluster:	Date : January 2, 2015
To: **Land Bank of the Philippines**	**01** Regular Agency Fund	Valid up to: See NOTES below

Department /Agency/Operating Unit	Org. Code	Bank Branch	MDS Account No.	Amount
DEPARTMENT OF AGRICULTURE (DA)				
Office of the Secretary				
Central Office	050010100000 (A0618)	Quezon City Circle, Extension Office	2321-90026-0	120,000.00

Amount in Words:
*****ONE HUNDRED TWENTY THOUSAND PESOS ONLY*****

Notes:
The crediting of NCA shall follow the Monthly Requirement Schedule for NCA per Annex B.
Validity of the NCA programmed and credited for the month shall be until the last working day of the 3rd month of the quarter.

Approved:
By Authority of the Secretary:

Reference Bar Code # NCA-2015-A_____

LUZ M. CANTOR
Undersecretary

NCA No. _____

ANNEX B
1/2/2015 8:00:00

MONTHLY REQUIREMENT SCHEDULE (MRS) FOR NOTICE OF CASH ALLOCATION (NCA) FOR JANUARY TO JUNE, FY 2015
(in pesos)

NCA No. : NCA-BMB-E-14-_____

Department : **Department of Agriculture (DA)**

Bank : Land Bank of the Philippines

Fund Cluster : 01

NCA Type : REG

Barcode : NCA-

Particulars	Fund Cluster Code	Bank Branch	MDS Account Number	Monthly Cash Allocation						
				January*	February**	March**	April**	May**	June**	Total
Office of the Secretary										
Central Office										
Specific Budgets of National Government	01101101	Quezon City Circle, Extension Office	2321-90026-0	11,667.00	11,666.00	11,667.00	11,666.00	11,667.00	11,667.00	**70,000.00**
Automatic Appropriations (RLIP)	01104102	Quezon City Circle, Extension Office	2321-90026-0	6,667.00	6,666.00	6,667.00	6,666.00	6,667.00	6,667.00	**40,000.00**
Special Purpose Fund - MPBF	01101406	Quezon City Circle, Extension Office	2321-90026-0	1,666.00	1,667.00	1,666.00	1,667.00	1,667.00	1,667.00	**10,000.00**
GRAND TOTAL				**20,000.00**	**19,999.00**	**20,000.00**	**19,999.00**	**20,001.00**	**20,001.00**	**120,000.00**

* *to be credited to the account of agency at the time of issuance of NCA.*
** *to be credited to the account of agency on the first working day of each month.*

CERTIFIED CORRECT:

_____
Director, BMB

ANNEX C

REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
MALACAÑANG, MANILA

The Honorable Secretary
Department of Agriculture
Office of the Secretary
Central Office
Elliptical Road, Diliman, Quezon City

ADVICE OF NCA ISSUED
Fund Cluster 01

Dear Sir / Madam:

Please be advised that the amount of ONE HUNDRED TWENTY THOUSAND PESOS ONLY (P120,000) was credited to your account, as follows:

MDS Sub-Account No.	:	2321-90026-0
GSB Branch	:	LBP-Quezon City Circle, Extension Office
Purpose	:	To cover regular operating and RLIP requirements for the period January to June, 2015 and filling-up of positions charged against Miscellaneous Personnel Benefits Fund.

The attached Monthly Requirement Schedule for NCAs (MRS-NCA) presents the details on the funding source/s as well as the specific period/s for the bank to credit the programmed amounts to the specified MDS Sub-account/s.

Please be reminded that all taxes withheld shall be remitted to the Bureau of Internal Revenue through a Tax Remittance Advice pursuant to the provisions of DOF-DBM Joint Circular No. 1-2000A dated July 31, 2001.

It is understood that actual utilization/disbursements out of the cash allocation shall be subject to the existing budgeting, accounting and auditing rules and regulations.

Very truly yours,

By Authority of the Secretary:

LUZ M. CANTOR

ANNEX D

MONTHLY STATEMENT OF UTIILIZATION AND BALANCES OF NOTICES OF CASH ALLOCATION

As of (DATE)

Bank:

Department/Agency/Lower Operating Unit	Organization Code	MDS Account Number	Fund Cluster Code	Allotment Class	NCAs Credited as of end of Month	NCAs Utilized					NCA Balances	
						Actual Cash Disbursements			Outstanding Checks	Total	Agency Book Balance	Bank Balance
						Negotiated Checks	Advice to Debit Account	Subtotal				
Department of Agriculture												
Office of the Secretary	05 001 00 00000											
Central Office	05 001 01 00000	2321-90026-0	01 101 101	PS								
				MOOE								
				Finex								
				CO								
National Irrigation Administration												
Central Office (NIA)	05 001 01 00001			PS								
				MOOE								
				Finex								
				CO								
Regional Office 1(NIA)	05 001 06 00001			PS								
				MOOE								
				Finex								
				CO								
Regional Field Units												
Regional Field Unit 1	05 001 03 00001			PS								
				MOOE								
				Finex								
				CO								
Agricultural Training Institute	05 001 02 00001			PS								
				MOOE								
				Finex								
				CO								
Bureau of Animal Industry	05 001 02 00002			PS								
				MOOE								
				Finex								
				CO								
Bureau of Agricultural Research	05 001 02 00003			PS								
				MOOE								
				Finex								
				CO								
Bureau of Plant Industry	05 001 02 00004			PS								
				MOOE								
				Finex								
				CO								
Bureau of Agricultural Statistics	05 001 02 00005			PS								
				MOOE								
				Finex								
				CO								
Bureau of Soils and Water Management	05 001 02 00006	2321-90038-3	01 101 101	PS								
				MOOE								
				Finex								
				CO								
Agricultural Credit Policy Council	05 002 00 00000			PS								
				MOOE								
				Finex								
				CO								
Bureau of Fisheries and Aquatic Resources	05 003 00 00000											
Central Office	05 003 01 00000	2023-9020-90	01 101 101	PS								
				MOOE								
				Finex								
				CO								
Cotton Development Administration	05 004 00 00000			PS								
				MOOE								
				Finex								
				CO								
Fertilizer and Pesticide Authority	05 005 00 00000			PS								
				MOOE								
				Finex								
				CO								
Fiber Industry Development Authority	05 006 00 00000			PS								
				MOOE								
				Finex								
				CO								
Livestock Development Council	05 007 00 00000	231-90042-1	01 101 101	PS								
				MOOE								
				Finex								
				CO								
National Agricultural and Fishery Council	05 008 00 00000			PS								
				MOOE								
				Finex								
				CO								
National Meat Inspection Service	05 009 00 00000			PS								
				MOOE								
				Finex								
				CO								
Philippine Carabao Center	05 010 00 00000			PS								
				MOOE								
				Finex								
				CO								
Philippine Center for Post-Harvest Development and Mechanization	05 011 00 00000			PS								
				MOOE								
				Finex								
				CO								
GRAND TOTAL				PS								
				MOOE								
				Finex								
				CO								