

[DECS ORDER NO. 24, S. 1999, March 08, 1999]

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

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 this Order is directed.

Adopted: 8 March 1999

(SGD.) ANDREW GONZALEZ, FSC
Secretary



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