



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

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11 Dec 2025

**DIVISION MEMORANDUM**  
OSDS-2025-183

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors Concerned  
Public secondary Schools Heads Concerned

**FINALIZATION OF THE STATUS OF NOTICE OF TRANSFER OF  
ALLOCATION (NTA) AND ALLOTMENT REQUEST TO CENTRAL OFFICE**

1. The Finance Services Section – (Budget and Accounting Unit) will conduct a meeting on December 11, 2025 (Thursday), from 8AM to 5PM at the Budget Unit Office.
2. The objective of this activity is to **finalize the status of Notice of Transfer of Allocation (NTA) and Allotment Request** to ensure accuracy and timely processing
3. Enclosed is the list of participants for easy reference. Participants are required to bring laptops. All identified Senior Bookkeepers of Implementing Units are required to attend, and **proxy is not allowed**.
4. For inquiries, contact Grace Albarracin at [grace.albarracin001@deped.gov.ph](mailto:grace.albarracin001@deped.gov.ph)

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

**PROGRAMS**

Irma May G. Dinastas/OSDS/MLA – finalization of the status of notice of transfer of allocation (nta)  
and allotment request to central office  
1261/December 11, 2025



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LIST OF PARTICIPANTS		
NO.	NAME	SCHOOL
1	GRACE M. ALBARRACIN	Budget Unit III
2	Ranolyn B. Undray, CPA	Accountant III
3	Haney Mae B. Catudio	Alabel NHS
4	Jeanalyn Ellaga	ALSCI
5	Rizza Mae T. Esperat	Banate NHS
6	Bonifacio S. Ladiza Jr.	Colon NHS
7	Renritz Brylle B. Savacion	Glan Padidu NHS
8	Revirose R. Cabaraban	GSAT
9	Chriselyn G. Torrejas	James L. Chiongbian
10	Analyn Erida	Leonard Young Sr., NHS
11	Mariz A. Silva	Lun Padidu NHS
12	Rosemarie P. Aris	Malalag NHS
13	Bernalou Agreda	Malandag NHS
14	Jannette M. Bernabe	Malapatan NHS
15	Paz Apostol	Pangyan NHS
16	Rizza Marie B. Notario	GSAT
17	JELYN RENCIO	Accounting staff