

Republic of the Philippines
NATIONAL AVIATION ACADEMY OF THE PHILIPPINES
The National Professional Institution for Aviation
(Formerly Philippine State College of Aeronautics)
OFFICE OF THE PRESIDENT

October 27, 2025

DIRECTOR RUBY P. MURO
Director IV
Department of Budget and Management
National Capital Region
Malacañang, Manila

Madam:

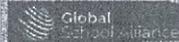
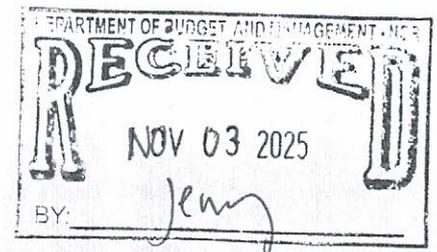
May we respectfully request for the release of the Special Allotment Release Order (SARO) and its corresponding Notice of Cash Allocation (NCA) in the total amount of **One Million Pesos (Php1,000,000.00)** covering the funding requirements for the Tulong Dunong Program of **132 qualified grantees** for **FY 2025** chargeable against the Locally Funded Projects (For Later Release) under Republic Act No. 12116 (GAA FY 2025).

Your favorable consideration of this request will be greatly appreciated.

Thank you very much.

Very truly yours,


DR. MARIA SISA T. DELA CRUZ
Officer-in-Charge
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OFFICE OF THE ADMISISON, SCHOLARSHIP AND FOREIGN STUDENTS

MAJOR PROGRAMS/ PROJECTS/ACTIVITIES AND ITS BENEFICIARIES FOR FY 2025

Programs/Projects/Activities	Description	Beneficiaries	Budget	Remarks
Maintenance and Other Operating Expenses				
Tulong Dunong Program for State Universities and Colleges	The PhP 1,000,000.00 fund will be utilized for the implementation of the Tulong Dunong Program for State Universities and Colleges (TDP –SUC) for 132 grantees. A TDP – SUC grantee shall be entitled to a one-grant of Seven Thousand Five Hundred Pesos (PhP 7,500.00). The College is entitled to a 1% administrative fee.	A total of 132 undergraduate students across all the campuses	PhP 1,000,000.00	The request for funding was already submitted to the Department of Budget and Management (DBM) in November 2025.

Prepared by:

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