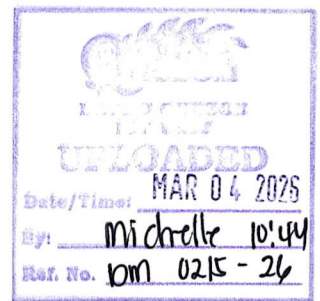




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



3 March 2026

DIVISION MEMORANDUM

No. 0215, s. 2026

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR
THE MONTH OF FEBRUARY 2026**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the National Budget Circular No. 2019-3, titled "Guidelines Covering the Crediting and Validity of Notice of Cash Allocation (NCA) for Regular MDS Sub-Accounts Effective First Quarter of FY 2019 and Onwards", this Office announces the submission of financial claims and benefits for the month of **February 2026**.
2. The following claims and benefits such as Regular salaries, substitute pay, salary differentials, step increments, maternity leave double pay, loyalty pay (1st Quarter) and similar payments, must be forwarded to the Personnel Section **on or before March 9, 2026**.
3. All personnel in charge of voucher and payroll preparation in schools are expected to provide all supporting documents/attachments and submit them on time.
4. Immediate dissemination and strict compliance is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

DEPEDQUEZON-TM-SDS-04-009-003

Persjcr03/03/2026



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