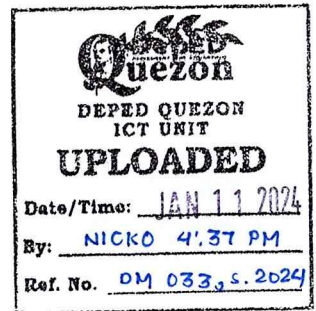




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 January 2024

DIVISION MEMORANDUM

DM No. 033, s. 2024

**TIMELY SUBMISSION OF PERTINENT DOCUMENTS RELATED TO CLAIMS,
SALARIES, AND OTHER BENEFITS**

To: Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Public Schools District Supervisors
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 informs all concerned that the submission of all financial claims for processing shall be made on a **monthly basis** to avoid lapsation of NCA balances.
2. In addition, to ensure timely and effective utilization of funds, all **School Heads and Administrative Officers II** are hereby informed to regularly monitor the submission of all pertinent documents related to claims, including salaries, bonuses, allowances, and other financial benefits.
3. Also, please be reminded that documents for the salary integration of newly hired, promoted/ reclassified and transferred personnel from other Division or Implementing Units must be submitted immediately upon submission of the supplementary claims.
4. Immediate posting and dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Accmrlg01/10/2024

DEPEDQUEZON-TM-SDS-04-009-003



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