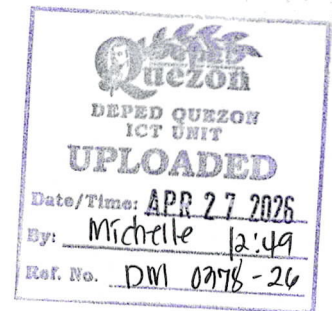




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



27 April 2026

DIVISION MEMORANDUM

No. 0776, s. 2026

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR
THE MONTH OF APRIL 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 **April 2026**.
2. The following claims and benefits such as Regular salaries, substitute pay, salary differentials, step increments, maternity leave double pay, loyalty pay (1st and 2nd Quarter), clothing allowances and similar payments, must be forwarded to the Personnel Section **on or before May 5, 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. Any unsubmitted claims for the period of **January to March 2026**, must include a **Justification or Explanation Letter** for the late submission.
5. Immediate dissemination and strict compliance is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Persjcr04/27/2026
DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Contact No.s: (042) 784-0366 | (042) 784-0164 |
(042) 784-0391 | (042) 784-0321
E-mail Address: quezon@deped.gov.ph
Website: <https://quezon.deped.gov.ph>