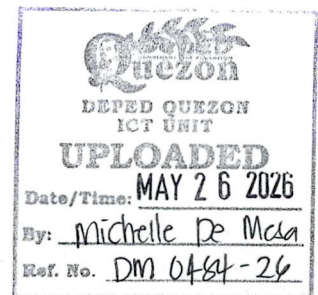




Republic of the Philippines  
**Department of Education**  
REGION IV-A - CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



25 May 2026

**DIVISION MEMORANDUM**

No. 0484, s. 2026

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR  
THE MONTH OF MAY 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 **May 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, mid-year bonuses and similar payments, must be forwarded to the Personnel Section **on or before June 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 April 2026**, must include a **Justification or Explanation Letter** for the late submission.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

By:  **MARIA DOLORES D. ATIENZA**  
Administrative Officer V

By:  **ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

Persjcr05/25/2026



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