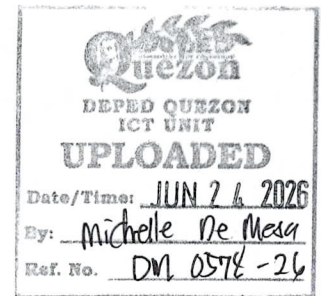




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



23 June 2026

DIVISION MEMORANDUM

No. 0578, s. 2026

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR
THE MONTH OF JUNE 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 **June 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, teaching allowances and similar payments, must be forwarded to the Personnel Section **on or before July 6, 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. Please refer to the google sheet link: <https://tinyurl.com/VoucherSubmissionMonitoring> for the list of personnel (newly hired, promotion, reclassification, substitute) who are required to submit their claims for the said period. Any personnel whose names are not included in the list (e.g., those claiming second payment of claims, bonuses, and similar benefits) must also submit their claims on time.



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5. After submitting the documents to the Division Office, kindly update the status in the same link for monitoring purposes and to facilitate the tracking of submitted documents.
6. Any unsubmitted claims for the period of **January to May 2026**, must include a **Justification or Explanation Letter** for the late submission.
7. Immediate dissemination of and strict compliance with this Memorandum is directed.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 