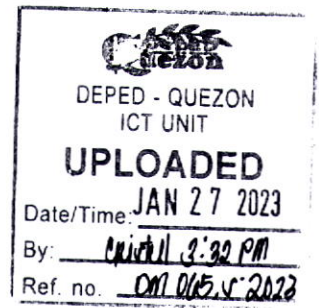




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



24 JANUARY 2023

DIVISION MEMORANDUM

DM No. 065, s. 2023

**COMPLIANCE ON THE TIMELY SUBMISSION OF DOCUMENTS RELATED TO CLAIMS,
SALARIES AND OTHER BENEFITS
(Late Submission for Claims and Benefits)**

To: Public Schools District Supervisors,
Elementary and Secondary School Heads
OICs/TICs
All Others Concerned

1. In connection with the dissemination of Division Memorandum No. 864, s. 2002 (SUBMISSION OF PERTINENT DOCUMENTS OF ALL TEACHING AND NON-TEACHING PERSONNEL FOR THE PAYMENT OF CLAIMS AND OTHER BENEFITS FOR THE CY 2022, this Office hereby requires the school head of concerned field personnel with **late submission to submit a hard copy of a written explanation/justification** together with all supporting documents/attachments must be provided completely for the continuous processing of claims and other personnel benefits and for payment purposes.
2. It has been observed by this Office that despite the issuance of a Division Memorandum emphasizing deadline of submission last October 28, 2022 and reiterated during HUNTAHAN on December 2022, there are still late submissions which affect the actions of concerned offices in the division resulting to unobligated claims and benefits excluded in the record/book of accounts of the finance section.
3. This cause of delay is tantamount to payment penalties to oversight agencies. Therefore, complete adherence is fervently desired.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Strict and immediate compliance to this Memorandum is earnestly desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Admamt01/24/2023

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