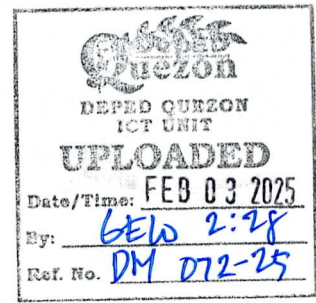




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



31 January 2025

DIVISION MEMORANDUM

DM No. 072, s. 2025

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR THE MONTH OF
JANUARY 2025**

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public Elementary and Secondary School Heads
OICS/TICS
All Others Concerned

1. In line with our commitment to ensuring the timely processing and release of financial claims and benefits, all employees and concerned personnel are hereby reminded of the deadline for the submission of financial claims and benefits for the month of **January 2025**.
2. The **deadline for submission** of pertinent documents for immediate processing of vouchers and payroll for all payments covering the period January 1-31, 2025 is on or before **February 15, 2025**, to wit:
 - a. Regular salaries/substitutes/promotion/PVP/other bonuses & allowances, etc. to be forwarded to Personnel Payroll section
 - b. Step increment and loyalty pay to be forwarded to the Personnel Section (please also submit soft copy of each payroll for step increment and loyalty pay)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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3. To ensure smooth and continuous processing of claims and benefits, all in-charge in preparation of payrolls and vouchers are expected to provide all supporting documents/attachments and to submit it on time.
4. Claims submitted **after** the deadline must attach a **Justification/Explanation Letter** detailing the reason(s) for the late submission.
5. For information, guidance and strict compliance.


ROMMEL C. BAUTISTA, CESQ V
Schools Division Superintendent 

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