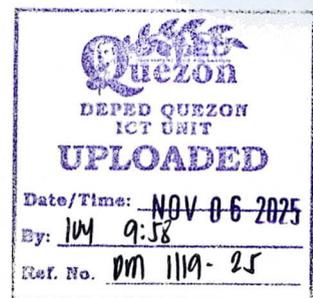




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



**3 November 2025**

**DIVISION MEMORANDUM**

**DM No. 1119, s. 2025**

**SUBMISSION OF FINANCIAL CLAIMS AND BENEFITS FOR  
THE MONTH OF OCTOBER AND NOVEMBER 2025**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
OICS/TICS  
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 **October and November 2025 on or before November 14, 2025.**
2. The following following claims and benefits are listed below:
  - a. Regular salaries, PVP salary, substitute pay, salary differentials, step increments, clothing allowance, mid-year bonus, teaching allowance, maternity leave double pay, loyalty pay, WTDIB, Year-End Bonus, Cash Gift, and similar payments, which must be forwarded to the Personnel Section.
  - b. Claims for loyalty pay and clothing allowance for the month of December 2025 shall also be included in the submission.

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3. To ensure smooth and continuous processing of claims and benefits, all in-charge in preparation of vouchers and payrolls are expected to provide all supporting documents/attachments and to submit it on time.
4. Claims submitted after the deadline, as well as any unsubmitted claims for the period of **January to September 2025**, must include a **Justification or Explanation Letter** for the late submission.
5. Please be reminded that monetization claims shall be processed subject to the availability of savings and are not considered a priority over other statutory obligations of the agency.
6. For information, guidance and strict compliance.

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

Persjcr11/03/2025

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